



# Clarenceville School District

# Student Handbook



## Miller Johnson School Policy Services

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**§1.0****GENERAL INFORMATION****§1.1****Closed Campus**

Students are restricted to the school grounds during the school day and are not permitted to be in or around any other school building unless permission is obtained from an administrator or teacher. Students are not permitted to leave the school premises during the school day without administrative or attendance office approval. Students who violate these closed campus restrictions will be subject to school discipline and/or revoked driving privileges.

**§1.2****Emergency Information**

At the beginning of the school year, parents are asked to update all student information online (each student/family will receive an individual email link to the form). It is very important that the emergency information is filled out completely. The emergency information should include all current contact information numbers as well as pertinent medical information.

In emergency situations or if a child becomes ill during the school day the parent, guardian, or emergency contacts listed are notified. It is imperative that parents notify the school office if changes must be made to emergency information during the school year.

**§1.3****Internet Use and Safety**

All students are subject to [Board of Education Policy 8001](#), Acceptable Use, and its corresponding administrative regulations. As part of the District's technology plan to enhance education, the internet will be available for use by students while at school. Students should be aware that internet access is filtered and will be electronically monitored by District staff. Students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by the District may be put on District computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal and Assistant Superintendent of Learning Services are needed to place anything on the building or District web pages.

Technology Users Will:

- Comply with School District policies, rules, and regulations.
- Use networks and technology in support of the School District's educational goals.
- Obey all School District, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use School District equipment responsibly.

- Respect individual work, files, programs, and security.
- Hold harmless the School District from any and all claims or damages of any nature arising from access, use, or inability to access or use the technology or network system.
- Use School District email address only for school-related purposes

Technology Users Will Not:

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Access, vandalize, or modify anyone else's account, data, files, and/or passwords without authorization of the network administrator or building principal.
- Use School District technology for commercial or "for profit" purposes.
- Use School District technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which the School District does not have ownership.
- Use School District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.
- Use School District email address for social media accounts excluding approved school-related purposes. Language about school-related purposes.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.
- Use School District technology to distribute and/or access materials that:
  1. Violate [FERPA](#), or any other law which affords students certain rights with respect to their education records;
  2. Jeopardize the health and safety of students;
  3. Are obscene, pornographic, or libelous;
  4. Cause disruption of school activities;
  5. Plagiarize the work of others;
  6. Are commercial advertisements; or
  7. Have not been approved by the building administrator, network administrator, or web master. Any attempt at performing one of the aforementioned prohibited acts is also prohibited

**§1.4****Field Trips**

Field trips are an integral part of the District's curriculum and are designed to enhance student learning. In order for students to participate in field trips, parents must complete the [Field Trip Permission](#) section of the Student Information Form. No student may go on a field trip without parental permission. All chaperones must complete an [i-Chat form](#).

**§1.5****Lockers**

All school lockers are school property and provided for students to store books, other school materials, and clothing during the school year. Locker displays, (photos, drawings, words, etc.) must be appropriate for school. The student who occupies a particular locker will be responsible for the condition and contents of the locker. Students who leave a dirty, damaged, or marked up locker will be fined a cleaning and/or repair fee as determined by the District.

**§1.6****Lost and Found**

The District maintains lost and found areas in each one of its school buildings where students or parents may claim lost items. Items that have not been claimed will be donated to a local charity at the end of each semester.

**§1.7****Medications*****Administration of Medication by School District Personnel***

District personnel will not administer medication to students except in accordance with Administrative Regulations 2007-AR (Medication).

1. The student's parent/guardian must provide the school with written permission to administer prescription and non-prescription medications. Requests to administer prescription and non-prescription medications must be transmitted to school officials on the [Medication Form](#) which is completed and signed by parent/guardian on an annual basis. Written instructions from a physician, which include the name of student, name of medication, dosage, time to be administered, and duration of administration, must accompany the medication
2. Medication must be submitted in its original container. All prescription and non-prescription medications must be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration. Oral medication must be supplied in the exact dosage prescribed. Dividing pills is not the responsibility of school personnel. Liquid medication must be accompanied by an appropriate measuring utensil.

3. All prescription and non-prescription medications must be brought to school by the parent/guardian unless other safe prior arrangements can be made as approved by the building principal. All controlled substance medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular monthly basis and this count will be reconciled with the medication administration log. Any discrepancy should be reported to the building principal, who will contact parents, as well as others, as deemed necessary by the building principal.
4. The parent must ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
5. The parent must ensure that the school is informed in writing of any changes in medication instructions.
6. In the event a student refuses medication, the parent will be notified immediately and the building will document contact attempts.

### ***Storage and Monitoring***

The building administrator is responsible for properly storing and monitoring medications administered by School District personnel. Medications will be secured by lock and access to medication storage keys will be limited to the building principal and designated school staff. Following administration, the medication container will be properly sealed and returned to storage. Epinephrine auto-injectors maintained by the School District shall be stored according to manufacturer's direction, at the appropriate temperature, and in a clearly labeled and unlocked cabinet/container easily accessible to authorized personnel. Emergency medications must be stored in an area readily accessible to the individual designated to administer them.

1. A log of prescription and non-prescription medication administration must be kept for each individual student. The log must contain the name of the student, the name of the medication, the dosage given, and the time and date administered. Both school employees who administer the medication must sign the log with each administration of medication. Any correction to the log must be initiated. The individual log shall be filed in the student's permanent medical file and shall be kept until one (1) year after the student's graduation from high school.
2. If an error is made in administering medication, such error must be reported to the building principal as soon as possible. The building principal or designee must report the medication error to the parent/guardian and recommend consultation with the student's physician. If any adverse reaction occurs, the parent/guardian and/or emergency personnel should be notified. A written report regarding the error must be entered into the student's permanent file.

Prescription and non-prescription medication supply renewal is the responsibility of the parent/guardian. Expiration dates on prescription medications, epinephrine auto-injectors, and



inhalers shall be checked at least twice each school year and any expirations should be reported to the parent/guardian for appropriate disposal. Medication left over at the end of the school year must be picked up by the parent/guardian or the designated school employees will appropriately dispose of the medication and record this witnessed disposal in the medication log.

### ***Administration of Medication by Students***

The building administrator may grant a student permission to self-administer medication if the student's parent and physician has provided written permission. A student who has been approved for self-medication may have in their possession only the quantity of medication needed for that school day, unless otherwise approved, in writing, by the building administrator. The building principal may discontinue the self-possession/self-administration privilege with advance consultation with the parent/guardian if there is misuse by the student. Forms. All forms related to medication of students can be accessed [here](#).

## **§1.8**

### **Parent Responsibilities**

Parents should notify their child's school if there are changes in: address, telephone number, email, place of employment and/or telephone number; physician; and emergency contact information. Parents should also inform their child's school if the child will be out of school, has a doctor's appointment, is given permission to stay after school for an activity, or if a situation arises that is different from the normal school day routine. Any change in the student's typical schedule, notification needs to be given within 15 minutes of the end of the day. Any changes within the last 15 minutes of the school day, may not be able to be honored.

## **§1.9**

### **Personal Electronic Devices**

The District reserves the right to prohibit the use of personal electronic devices on District property or at District-related functions. "Personal electronic device" means a privately owned device that is used for audio, video, or text communications.

Students may not use personal electronic devices to broadcast or record audio, images, or video of any student, staff member, or other person in the school or while attending a school-related activity, unless the student has received permission from the person(s) to be broadcasted or recorded. This prohibition does not apply to curricular or extracurricular activities for which personal recording is generally permitted (e.g., athletic events, arts performances, etc.).

K-8 Students may not use a personal electronic device during the school day. Any personal electronic devices must be powered off and kept in backpacks/purses or hallway hooks. Further restrictions may be implemented as necessary.

High School students are permitted to use personal electronic devices only as follows:

- Before and after the regular school day.
- During the student's scheduled lunch time.
- During passing time
- As directed by a teacher or other professional staff member for educational purposes.

Students may possess personal electronic devices on their person, but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times stated above.

§1.10

### **MiSTAR**

The District's student online information system is called "MiSTAR." Parents who have computer and internet access may view their child's assignments (grades 6-12 only), grades, and attendance as this information is posted online. Parents will receive instructions and a unique password at the beginning of the school year. Parents are also encouraged to communicate with teachers via email and to check MiSTAR daily for updates on events and activities. The District strongly encourages parents to check their student's grades and discuss the grades with their child.

§1.11

### **Change in School Day Schedule**

In the event it becomes necessary to change the school day schedule due to inclement weather, boiler breakdown, loss of electricity, etc., parents will be notified. Information will also be posted to local radio, social media, website, television stations, and distributed using our local means of communication called Q-Communication.

§1.12

### **School Supplies**

Essential supplies needed to meet course and curriculum requirements will be furnished by the District or individual school building. It is suggested, but not required, that each student purchase additional personal school supplies.

#### ***Textbooks***

Textbooks and related materials will be issued when appropriate to students for use in their classes. With the exception of expendable items, such as workbooks, practice sets, etc., these books become the responsibility of the student but remain the property of the school district. The books must be returned upon completion of the course or if the student withdraws from school at any time during the year. Students are expected to return the books in as good a condition as when books were issued. If a book shows signs of careless use or abuse, the

student will be fined for the damage at the discretion of the school. Materials that are lost must be replaced at the end of the year at the expense of the students.

§1.13

**Search and Seizure**

School property, such as lockers, desks, and technology devices, are assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student. The privacy rights of students shall be respected regarding any items found during a search that are not illegal or otherwise against District policy or administrative procedures.

The District makes parking available to students who are licensed drivers. This privilege is conditioned on the student's consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student.

District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by District personnel and delivered to police authorities.

§1.14

**Substance Abuse**

In accordance with state and federal law and [Board of Education Policy 6006](#), the District expressly prohibits students from unlawfully possessing, using, selling, distributing, or functioning under the influence of alcohol, marijuana, tobacco, or any other illicit drug or lookalike drug, whether legal or illegal, within 1,000 feet of a school building. Similarly prohibited is the use, sale, or distribution of drug paraphernalia and the wearing of apparel displaying objects which promote the use of such substances.

The use of all tobacco products on District property is strictly prohibited. This prohibition applies to whether or not school is in session. In addition, the use of electronic cigarettes, vaporizers, or any other device that simulates smoking tobacco and/or marijuana is prohibited on school grounds.

§1.15

**Discrimination and Harassment**

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal

harassment and discrimination within the School District. Any person who believes that he/she has been the victim of discrimination may seek resolution of their complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer/Title IX Coordinator, Dave Bergeron, Assistant Superintendent of Business and Support Services, at (248) 919-0253 and [dave.bergeron@clarenceschools.org](mailto:dave.bergeron@clarenceschools.org) or Melissa Carruth, Assistant Superintendent of Learning Services at (248) 919-0253 and [melissa.carruth@clarenceschools.org](mailto:melissa.carruth@clarenceschools.org).

§2.0

## STUDENT CODE OF CONDUCT

§2.1

### Introduction

The School District must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct and behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and parents are expected to sign acknowledgement of receiving and reviewing the Student Code of Conduct Acknowledgment of Receipt. This process is embedded in our annual registration process in the Mi-STAR portal. .

§2.2

### Interscholastic or Extracurricular Athletics

Student participation in interscholastic or extracurricular athletics is a privilege, not a right. Student athletes are subject to the Student Code of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent the School District as members of an athletic team. These rules may be set forth in an Athletic Code of Conduct or other School District document. An athletic responsibility acknowledgment form is required to be signed by the student and their parent<sup>1</sup> before the student may participate in interscholastic or extracurricular athletics.

§2.3

### Transportation

**School Transportation** Students transported by the School District or transported to a School District-related event must abide by the driver's direction, the Student Code of Conduct, and, if applicable, the School District's Athletic Code of Conduct or similar documents. Violators face the loss of transportation privileges and possible disciplinary action. Examples of misconduct that may lead to temporary or permanent suspension of transportation privileges or other

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<sup>1</sup> The word "parents", when used in this Student Code of Conduct includes legal guardians and, where required by law, those acting in the place of parents.

possible disciplinary action include, but are not limited to: insubordination, smoking, fighting, profane or foul language, and destruction of property.

**Bus Routes** At the beginning of each school year, students who are transported to and from school are assigned to a specific bus route. In order to ensure the safety of District students who are transported to and from school, parents must notify their child's school should there be any deviation to the typical pick up and drop off locations. Students are expected to behave in alignment with the *Student Code of Conduct*, even when en route to and from school. If students act in a manner unacceptable to the bus driver, bus privileges may be revoked.

**Walkers** Students walking to and from school are to cross at intersections. On residential streets, students are expected to use sidewalks where provided or walk safely off the roadway, facing traffic. When crossing Middlebelt Rd, walkers are expected to use the pedestrian bridge.

**Bicycles, Skateboards, Roller Blades, Scooters.** Students may use bicycles, skateboards, roller blades, or scooters to get to and from school. The District is not responsible for damages or loss of any such items. Once on school property, students must walk these items instead of riding or wearing them. Bicycles and scooters must be parked in the racks provided and must be secured with a lock. Students must obey all traffic rules and be considerate of walkers.

**Behavioral Expectations.** Students who ride a school bus to and from school are expected to practice responsible behavior at all times. Those students who choose not to abide by the guidelines which have been established are subject to disciplinary action. Students may be suspended from school if they are found to be fighting or participating in behaviors that endanger the health, safety, and welfare of others. Bus transportation privileges may also be revoked. Transportation staff will submit a written referral to the building administration, at which time the student's parent/guardian will be notified, and appropriate disciplinary measures could be taken.

The following practices must be followed by those students who ride Clarenceville School District buses:

- Students are expected to use their assigned bus stops, to arrive promptly at their stop, to ride only their designated bus, and to be alert to traffic when boarding or departing the school bus.
- While traveling, students are expected to be courteous and respectful to the bus driver, to remain seated while the bus is moving, to keep aisles clear, and to keep their heads and arms inside the bus. No eating is allowed on the bus. Students are expected to be quiet and orderly.
- Students must obey the bus driver, who is in full charge of the bus and students.
- The bus driver has the right to assign seats to students.
- If a student will be taking the bus with another student, a note with a contact phone number, from both students' parents needs to be brought to the office by 12:00 p.m.

Video cameras are on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on an as-needed basis. For example, if a student

misbehaves on a bus and their actions are recorded on videotape, the tape may be viewed by the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law.

§2.4

**Student Dress and Appearance**

The style and manner in which a student dresses, while attending school and school-related functions is largely the responsibility of the student and the student's parents. The School District, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the School District's mission and/or the health, safety, or welfare of the student or other students with whom the student attends school.

§2.5

**Police Investigations and Arrests**

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community. Parents will be notified if police arrest or wish to question their student in school.

The timing of parental notification will depend on the circumstances, taken as a whole. The School District will report the following crimes/events to local law enforcement:

- Armed student or hostage or suspected armed student;
- Arson;
- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on School District property.

The Board of Education has adopted a policy on bullying and cyberbullying, [Policy 2006](#) and a Discrimination and Harassment Policy, [Policy 8007](#). The Policies are intended to protect students from bullying, including cyberbullying, and harassment regardless of the subject matter or motivation for the behavior.

### ***Complaint Procedure***

The School District's complaint procedure regarding harassment can be found under [Board Policy 8007](#). In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or their designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based on the protected classifications of race, color, sex, national origin, or disability, the incident(s) are instead investigated by the School District's designated Coordinator pursuant to [Board of Education Policy 8007](#).

**Step 1: Formal Investigation.** The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce their response to writing and to produce any documents or other things supporting their response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses. In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

## Step 2: Decision

*Complaint Found Valid.* If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;<sup>2</sup>
- The Superintendent will consider whether restorative practices may be appropriate and, if so,
  - invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

*Complaint Found Not Valid.* If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District Policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the Investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

**Annual Report.** The Superintendent will annually report to the Board all verified incidents of bullying or cyberbullying and the resulting consequences that were imposed.

§2.7

### Introduction to Disciplinary Actions and Prohibited Acts

**Introduction.** The Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

This Student Code of Conduct balances the School District's obligation to maintain safety

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<sup>2</sup> Unless otherwise noted, all references to the Superintendent are also a reference to their designee.



and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

**Range of Discipline.** Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act, which violates law may be referred to the appropriate police authority. The School District will comply with all state and federal laws with respect to the discipline of students educated under an IEP or Section 504 Plan or students who are suspected to have a disability.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school;
- Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

**Rebuttable Presumption.** Consistent with Michigan law, the School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., more than 60 school days) unless the School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior; and Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all out-of school suspensions and expulsion (short-term or long-term), the School District administrator implementing the suspension shall consider and document consideration of the seven factors listed above on a form approved by the Superintendent. The form may be retained in any format.

**Restorative Practices.** Consistent with Michigan law and in every case, the School District will consider restorative practices as an adoption or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in [Section 1310c\(2\) of the Revised School Code](#) or in a similar manner, depending on the circumstances as a whole in the sole discretion of the School District administrator assigned to handle the misconduct or behavior or the Board of Education (if the Board of Education is handling the misconduct or behavior).

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

**Administrative Intervention** Disciplinary action that does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

**Snap Suspension** If, during a class, subject, or activity, a teacher has good reason to believe a student has engaged in conduct which unquestionably interferes with the education of him/herself or other students, or that a student has engaged in conduct which poses a clear and present danger to him/herself or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

**Suspension** Exclusion of a student from school for fewer than 60 school days or exclusion from school which will terminate upon the fulfillment of a specific set of conditions.

**Expulsion** Exclusion of the student from the School District for 60 school days or more or permanent exclusion

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

### 1. Alcohol, Marijuana, and Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, copying fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

### 2. Arson

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property.

This section is supplemental to, and does not limit or supersede, sub-sections 3, 12, 22, and 35.

**3. Arson Prohibited by Law**

A student shall not commit an act of arson, prohibited by [MCL 750.71 through MCL750.80](#). This section is supplemental to, and does not limit or supersede, sub-sections 2, 12, 22, and 35.

**4. Bullying and Hazing**

Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of [Policy 2006](#).

“Hazing,” for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

**5. Coercion, Extortion, and Blackmail**

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

**6. Copyrighted Material**

A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

**7. Criminal Acts**

A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

**8. Criminal Sexual Conduct**

*Description.* A student shall not commit criminal sexual conduct, as defined by [MCL 750.520b-e and g](#).

*Penalty.* Administrative intervention to permanent expulsion, in accordance with [MCL 380.1311](#).

This section is supplemental to, and does not limit, sub-sections 9, 10, 14, 24, 25, and 34.

**9. Discriminatory Harassment**

A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, gender, color, national origin, religion, height,

weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

#### **10. Disruption of School**

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

#### **11. Damage of Property or Theft/Possession**

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

#### **12. Dangerous Weapons**

A student shall not possess a dangerous weapon in a weapon free school zone. This section is supplemental to, and does not limit or supersede, sub-section 35.

#### **13. Dress**

A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process.

#### **14. Drugs, Narcotic Drugs, and Counterfeit Substances**

A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as "Speed" or "Crack") or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

**15. Electronic Communication Devices**

The District reserves the right to prohibit the possession or use of personal electronic devices on District property or at District-related functions. "Personal electronic device" means a privately owned device that is used for audio, video, or text communications.

Students may not use personal electronic devices to broadcast or record audio, images, or video of any student, staff member, or other person in the school or while attending a school-related activity, unless the student has received permission from the person(s) to be broadcasted or recorded. This prohibition does not apply to curricular or extracurricular activities for which personal recording is generally permitted (e.g., athletic events, arts performances, etc.).

High School students are permitted to use personal electronic devices only as follows:

- Before and after the regular school day.
- During the student's scheduled lunch time.
- During passing time
- As directed by a teacher or other professional staff member for educational purposes.

Students may possess personal electronic devices on their person, but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times stated above.

K-8 Students may not use or possess a personal electronic device during the school day. Any personal electronic devices must be powered off and kept in backpacks/purses or hallway hooks. Further restrictions may be implemented as necessary.

**16. Failure to Comply with Directions of School Personnel**

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

**17. Failure to Cooperate**

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

**18. False Alarms**

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

**19. False Allegations**

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

**20. Falsification of Records**

A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

**21. Fighting, Assault, and Battery on Another Person**

A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

**22. Fireworks, Explosives, and Chemical Substances**

A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

**23. Gang Insignia/Activity**

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any

gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

**24. Improper Communications**

A student shall not make threatening, deliberate annoyance, nuisance, vulgar, and/or obscene communications, verbally, in writing, drawings, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

**25. Indecency**

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

**26. Lookalike Weapons**

A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

**27. Misconduct Prior to Enrollment**

An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

**28. Personal Protection Devices**

A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

**29. Recording**

A student may not use a personal electronic device to broadcast or record audio, images,



or video of any student, staff member, or other person in the school or while attending a school-related activity, unless the student has received permission from the person(s) to be broadcasted or recorded. This prohibition does not apply to curricular or extracurricular activities for which personal recording is generally permitted (e.g., athletic events, arts performances, etc.).

**30. Trespassing, Loitering**

A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. Individual buildings will post hours of operation.

**31. Scholastic/Academic Dishonesty**

A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

**31. Smoking/Tobacco**

A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in their possession or under their control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

**32. Suspended Student on School Property or Attending School Activities**

A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.

A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

**33. Violation of Acceptable Use Policy**

A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution (see § 1.4).

### 34. **Violations of Building's Rules and Regulations**

A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

### 35. **Weapons and Dangerous Instruments**

A student shall not possess, handle or transmit a knife, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

§2.11

## **Due Process - Procedures for Discipline**

**Introduction** These procedures govern the suspension, expulsion, or permanent expulsion of a student from the School District's regular educational program.

If a student charged with violation of the Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

The initial judgment that a student has engaged in a prohibited act under the Student Code of Conduct shall be made by the building administrator.

**Short-Term Suspension (i.e., 10 School Days or Fewer)** As a general rule, prior to any out-of-school suspension, the building administrator will:

- Inform the student of the misconduct or behavior for which discipline is being considered and, if the student denies the misconduct or behavior, an explanation of the evidence the administrator possesses;
- Provide the student an opportunity to explain their version of the facts; and
- Consider each of the seven individual factors listed in §2.8 of this Handbook

If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with their due process rights as set forth above.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The principal, or their designee, will inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension. A record of the suspension will be completed. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

## ***Long-Term Suspension (i.e., 11 School Days or More), Expulsion (60 School Days or More), and Permanent Expulsion***

**Step 1.** If the building administrator decides that a suspension for eleven (11) or more school days or expulsion is warranted, the student and the parent shall be notified in writing of:

- The charges against the student;
- The recommended disciplinary action;
- The fact that a hearing will be held before the Superintendent or their designee; and
- The time, place, location, and procedures to be followed at the hearing.
- The written notice will also document the building administrator's consideration of the individual factors listed in §2.6 of this Handbook and consideration of restorative practices.

If the building administrator decides the student's presence in school would present a danger to the student, other students, school personnel, or the educational process, the student will be suspended pending the decision of the Superintendent. If the building administrator determines that the student would not present a danger as described above, the student may be returned to school pending the decision of the Superintendent. If the student is suspended pending a decision of the Superintendent or designee, the hearing will commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the Superintendent, then the Superintendent or designee will schedule the hearing to be held within fifteen (15) school days following the completion of the building principal's investigation of the charges. The timelines for commencement of the hearing may be enlarged upon the request of the administrator, student, or parent.

**Step 2.** A hearing before the Superintendent, or their designee, will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are found to be true, the consideration of the individual factors listed in §2.8 of this Handbook, the consideration of restorative practices, and the appropriate disciplinary measures to be imposed.

The student and/or their parent may notify the School District that they waive their right to a hearing. In such cases, the principal's recommended disciplinary penalty will ordinarily be imposed, provided, however, that if the recommended penalty is expulsion or permanent expulsion, the Superintendent will nevertheless make the final decision.

The Superintendent or their designee, may amend the principal's charges upon motion of the building administrator, student, or parent, or amend the charges upon their own motion to conform to the evidence presented at the hearing. Additionally, the Superintendent, or their designee, may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

**Step 3.** The Superintendent's decision shall be given orally to the student and parent not later than five (5) school days after the close of the hearing. A written decision shall be mailed at that same time. These timelines, however, may be enlarged by the Superintendent, or their designee, due to extenuating circumstances.

**Step 4.** A decision by the Superintendent to permanently expel a student may be appealed to the Board of Education by filing a written notice with the Superintendent within five (5) school days of the decision. The appeal will be heard in open or closed session, as elected by the parent.

An appeal to the Board of Education will not involve further testimony or new evidence. During the appeal hearing, the Superintendent will share the results of the hearing at their level and make a recommendation to the Board of Education. The student, parent or a legal representative will have an opportunity to address the Board of Education. The Board of Education may ask questions of the Superintendent, the parent, or the student and will render a written decision on the appeal within fifteen (15) school days.

§2.12

**Inconsistency with Law, Board Policy, or Administrative Regulation**

The Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

### §3.0

## High School Students

### §3.1

## Introduction

All high school students are expected to follow and are subject to the §1.0-General Information and §2.0- Student Code of Conduct sections of this *Student Handbook*.

**Age of Majority** Clarenceville School District can establish reasonable regulations for students of age 18 and over. All policies within this handbook still apply.

**Building Hours** Clarenceville High School is open for students daily from 6:45 am to 3:00 pm unless the student is there for a scheduled purpose outside those hours.

**MiSTAR** Students and parents have access to attendance and academic information 24 hours per day, 7 days per week through MiSTAR. Usernames and passwords are assigned to incoming freshmen and transfer students and parents. MiSTAR allows parents and students to receive automatic academic and/or attendance progress reports. Information can be mailed upon request to parents & students without email/internet access.

### §3.2

## Academic Honesty Policy

High school faculty and staff are committed to helping students grow intellectually, emotionally, and socially. In keeping with this mission, academic honesty and integrity are expected. Academic dishonesty adversely impacts the individual student, classmates who work to earn their grades, and the High School's commitment to maintain a fair and positive environment. Each student is responsible for their own ethical behavior, and for fostering ethical behavior in others.

**Consequences** The following consequences will be imposed for students who commit academic dishonesty. Consequences are cumulative within a single course.

### Homework, tests, quizzes, projects, plagiarism

- **First Offense.** Loss of credit on specific academic work. The teacher will have a restorative conversation with the student and provide an additional opportunity to allow the student to demonstrate learning in a timely fashion. The teacher will document this offense in MiSTAR and notify the parent.
- **Second Offense.** Loss of credit on specific academic work, administrator referral. The administrator will document this offense in MiSTAR and notify the parent.
- **Third Offense.** Loss of credit on specific academic work, administrator referral, possible superintendent and / or school board referral based on severity following Board Policy Guidelines. The administrator will document this offense in MiSTAR and notify the parent.

**Assemblies** Assemblies serve as an extension of the classroom. Appropriate conduct and behavior is expected at all times. Student attendance at assemblies is mandatory, except when administrative approval has been granted.

**Dances** School sponsored dances are held for the enjoyment of high school students and their registered guests. A student may register no more than one student guest for each dance. Each guest must present a guest pass and their student ID. Guest passes must be obtained by the deadline date on the Dance Request Form. Individual guests might not be allowed into the dance with the discretion of administration. High school students will be held responsible for the behavior of their guests. Prom is reserved for seniors and juniors only, unless accompanied by a high school senior/junior date. In an effort to preserve the positive nature of dances, the following guidelines have been established:

All school rules apply.

- Students and guests will present their school- or state-issued ID at entry.
- It is a privilege to attend dances and consideration of attendance, discipline, and grades will be reviewed for each student. This may result in the students being denied the opportunity to attend a dance.
- Guests must be under the age of 20 years old and older than 8th grade by the date of the dance/prom. Guests must be accompanied by the assigned student throughout the dance. Guests must enter and leave with their student host. The student and guests will not be issued a wristband at the time of entrance.
- No inappropriate physical contact/conduct, including but not limited to “moshing” or “grinding” between dancers is permitted. Failure to abide by the guidelines will result in removal from the dance and jeopardize attendance at future dances. If instructed to leave, students will immediately identify themselves and comply with the administrator or staff member or face consequences for insubordinate behavior.
  - 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.
- Students are encouraged to leave their valuables and personal property secured at home or in their car to avoid loss or theft. The school is not responsible for lost or stolen personal property.

**School-Sponsored Activities** In order to participate in school-sponsored activities (i.e., play, concert, robotics, club sports, etc.), students are required to be in attendance at least three full class periods to attend and / or participate in any extracurricular activity. This includes practice, performance, and/or competitions. Special consideration may be given by building administration if proper documentation and / or explanation for absence is received.

§3.4

## Attendance

**Reporting an Absence** When a student is absent, a parent or legal guardian must call the High School Attendance Office on the day of the absence to explain the reason for the absence. Regardless of the student's age, absences may only be excused by a parent or guardian. If no call is received within 48 hours of the recorded absence, the absence will be recorded unexcused.

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 the absence is pre-planned a parent or guardian must notify the school prior to the absence

**Sign-In and/or Sign-Out of School** Students must sign-in and/or sign-out in the office when arriving or leaving school at any time other than the normal start or end of school day.

**Excused Absence.** Absences reported by a parent within 48 hours of the student's recorded absence will be marked excused. Examples include personal illness, medical appointments, family emergencies, pre-arranged absences, or religious observances.

**Exempt Absence.** 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 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
- 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.

**Prearranged Absence (Vacation or Trip).** It is not recommended that parents excuse their children from school for vacations or trips.

**Unexcused Absence.** Unexcused absences are absences that are not excused. Examples include:

- **Skipping.** A student will be considered skipping if the student is absent one to six classes during a school day without the consent of the parent, without the consent of the school, and/or the student is in the school building but not in their assigned class or location. 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.

**School-Related Absence.** 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, other school functions, and suspensions, which cause a student to miss a class or classes.

**Make-Up Assignments** All assignments, quizzes, and tests that are missed due to excused, school related, and prearranged absences may be made-up and the student will receive full credit under the following conditions:

**Excused Absences.** All work missed during an excused absence may be completed. It is the responsibility of the student to make arrangements with their teacher for the completion of missed class work within two days of the student's return to school.

**School-Related Absences.** Assignments should be completed for the school-related absences.

**Unexcused Absences.** Academic credit for work missed or due during unexcused or skipping/truant absences may not be granted. Students are encouraged to acquire and complete missed class work in an effort to remain current with class activities.

**Suspension.** It will be the responsibility of the student to acquire homework assignments and materials. All missed work, quizzes, and tests must be completed upon return to class.

**Tardiness.** Punctuality is an important life skill and tardiness is extremely disruptive and disrespectful to teachers and peers. A student is considered tardy if he or she is not in the classroom when the tardy bell stops ringing. Only teachers, counselors, or administrators may excuse a student's tardy. Students who come to class after ten (10) minutes are marked very late (which counts as a tardy) and must have a slip from the Attendance Office. In an unusual circumstance (i.e., car accident) a parent may appeal a tardy to be excused by an administrator.



We recognize that students will occasionally have a legitimate reason to be tardy. But they should be rare exceptions. Teachers can set classroom consequences for tardies. If a student starts to have excessive tardies, the engagement coordinator and administration will work with students and their parents to address those situations.

***Consequences For Poor Attendance.*** By far, the biggest consequences for poor attendance are the learning gaps and safety issues that arise from truancy. But, there are some other short term consequences the school can enforce in situations where chronic unexcused attendance becomes a problem.

We will work diligently to team with students and parents to encourage excellent attendance. When attendance problems arise, the district engagement coordinator will work with the students and parents to improve attendance. However, if attendance issues continue, an administrator will become involved and students could start to lose extracurricular privileges such as:

- Field Trips
- Athletic competitions
- Participation in performing arts competitions
- Club Activities
- Senior Grad Activities (Lagoon Day, etc.)
- Date Dances (Homecoming, Sadie's, Prom, etc.)
- Other activities in the school

If tardies and/or unexcused absences exceed 10 per class, students may be assigned Trojan Watch for a period of time.

Continuing and excessive absenteeism from school, except for reasons of medical impairment or any similarly excusable condition, shall be considered truancy and/or educational neglect. Such instances shall be referred to Oakland Schools Truancy Program, to Oakland County Assistant Prosecutor School Liaison, to Juvenile Division of Probate Court and the Department of Social Services, as appropriate.

### ***Attendance Responsibilities***

Reminders:

- After 10 school days an unexcused absence (X) will become a truancy (Y) if it is not excused by a parent/guardian.
- Parents must call the Attendance Office to check a student out. We discourage parents from contacting a student directly via cell phone/text, because this will disrupt learning for other students.
- Leaving campus without parental permission and going through the proper check-out procedure in the Attendance Office for any reason will be considered a truancy (Y).

Students will:

- Be where you are supposed to be, when you are supposed to be there.
- If you are absent, make sure a parent knows and excuses any justifiable absences.

Parents will:

- Be aware of student attendance through MiSTAR.
- Excuse students when they have a legitimate absence. (Call Main Office or Email)

Teachers will:

- Keep accurate records of students' absences and tardies.
- Be where you are supposed to be, when you are supposed to be
- Deliberately create an environment conducive to good attendance by beginning class on time and provide meaningful and engaging classroom instruction each day.
- Discuss attendance issues with students as they arise and inform the school counselors or administrators if attendance does not improve.

Attendance Secretary will:

- Keep students, parents/guardians, advocates, counselors, and administrators informed of attendance issues.
- Notify students and their parents/guardians of excessive absenteeism by phone message or letter/postcard.
- Review attendance records and help resolve discrepancies.
- Provide check-in/check-out slips upon receiving a note, email, phone call or in person by any adult authorized by the student's parent/guardian.

Coordinators/Counselors/Admin will:

- Work collaboratively with advocates, teachers, counselors and parents/guardians to identify and contact students with trancies or habitual tardiness.
- Counsel with students in regards to attendance concerns.
- Make an attendance plan to help students improve truant behaviors.
- Correspond with parents/guardians when students have attendance issues by phone or email.
- Make home visits as needed in order to resolve attendance concerns.

### ***Attendance Policy***

***Communication of Absences.*** 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. Every 30 school days, a letter will be sent home to families whose students are trending towards chronic absenteeism, alerting them of the number of absences recorded.

Number of Absences in a Semester	Administrative Action
5	Referral to counselor, building student support coach, or the district coordinators for an attendance improvement plan. Phone call home.
10	Set a meeting with administration to determine if a referral to a truancy officer is warranted.

**§3.5 Counseling and Guidance**

Counselors help students carefully select a program of study, give vocational guidance and information about colleges, and counsel students with academic, attendance, social, and emotional concerns. If a student wishes to make an appointment with their counselor, they should contact the counselor via email, Google Calendar, or in the office.

**§3.6 Discipline**

School administrators should take necessary action to assist the student to modify inappropriate behavior prior to the use of punitive measures. Such corrective measures may include, but not be limited to the following:

- Counseling by school personnel
- Parent / student / teacher conference
- Referral to a building special services team for evaluation
- Recommend consideration of a health examination and evaluation
- Recommend consideration of outside services, public or private
- Detention (other alternatives to school removal)
- Transfer to other rooms or classes within the building
- Involvement in a school or community intervention program if available
- Restorative Practices:
  - Restorative Circle including necessary parties involved in the disciplinary incident.
  - A Restorative Practices disciplinary plan created through collaboration between necessary parties in order to repair harm, educate and resolve conflict in the learning community.
- Loss of activity privileges
  - Building administrators may suspend students from participating in or being present at extracurricular activities.
  - Sponsors of activities, including coaches, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules which have been approved

by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.

- Students under school suspension shall refrain from entering upon school property without prior permission from school authorities.
  - Students under suspension shall not participate in or be present at school functions.
  - Nothing in this policy is intended to limit a teacher or sponsor in exercising authority requiring a student to leave a particular activity when that student's behavior violates Board policies or school rules. A report of misconduct of such a student and the action taken by the teacher or sponsor shall be reported to the appropriate school administrator at the earliest possible opportunity not later than the beginning of the next school day.
- Trojan Watch (Social Probation)

**Purpose.** Trojan Watch is a proactive intervention for student achievement. It aims to encourage, incentivise and support students to improve their behavior, attendance, punctuality etc. By improving their behavior and/or attendance students can focus more on achieving their academic potential.

A student may be placed on social probation for a variety of reasons including but not limited to:

1. Excessive unexcused absences, skipping, or tardiness
2. Violation of our substance abuse policy, including the misuse of tobacco, e-cigarettes, drugs, vaping, or vaping
3. Habitual discipline problems involving persistent disobedience and class disruption
4. Deliberate damage to school property

**Structure.** A committee made up of teachers, student support coach, a counselor, and a district administrator shall be appointed by the principal/designee, to serve as a Trojan Watch Committee. The purpose of this committee is to monitor the progress of the student and to make recommendations as to future status.

The student and their parents meet with the Trojan Watch Committee, to discuss the issues to be addressed, develop a plan to support improvement and delineate a timeline. The student and their parents meet the personal counselor at regular intervals to check progress. At the end of the Trojan Watch period, progress will be assessed and next steps decided.

- A student may be placed on Trojan Watch by administration.
- Written notice outlining the specific violations and the conditions of Trojan Watch will be forwarded to the student, parent, or guardian by email prior to the actual placement.

**Support.** Students will be given guidance on how to improve their attendance and/or behavior. Depending on the student, this may focus on improving organization, time-keeping, problem solving, interpersonal skills etc.. Students will be helped to develop the skills they need.

- During the timeline of Trojan Watch the student will have goals and expectations to meet.
- The student will be checking in and out with the student support coach throughout each day to monitor progress.

**Consequences.** The entire committee will meet to evaluate the work and to determine whether the student should return to regular school functions. Providing the student attendance and/or behavior has improved to the required standard, their name will be removed from the TW register.

Failure to meet the terms of Trojan Watch may lead to:

- The Trojan Watch period being extended
- May result in an Out of School Suspension

**Specific Prohibited Behaviors / Conduct.** Each of the behaviors described below shall subject the student to disciplinary action, which may include suspension and/or expulsion from school. It is also important to note that attempts toward completion of any of the following acts will constitute a violation and may be punishable to the same extent as if the attempted act had been completed. And further, lying to staff or obstructing an investigation or the operation of the school may result in disciplinary consequences. Police involvement may also be necessary in some instances.

Offense	Potential Disciplinary Consequence
<p><b>Academic Dishonesty / Cheating</b></p>	<p>Tier 1 Classroom intervention</p> <p>Referral to administration, resulting in discipline up to suspension / expulsion.</p>
<p><b>Arson/Fire</b></p> <p>Unauthorized use of matches or lighters, attempting to light or burn any substance, setting fires or the use of open flames for improper purposes</p> <p>A student shall not commit an act of arson, prohibited by <a href="#">MCL 750.71 through MCL750.80</a>. This section is supplemental to, and does not limit or supersede, sub-sections 2, 12, 22, and 35.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Potential referral to local law enforcement.</p>

<p><b>Bullying/Cyberbullying/Hazing</b></p> <p>See definition and description on page 19.</p>	<p>Referral to administration, resulting in discipline up to and including suspension/expulsion.</p> <p>Possible referral to local law enforcement.</p>
<p><b>Coercion, Extortion, and Blackmail</b></p> <p>A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>
<p><b>Bus Misconduct</b></p> <p>Students must comply with all school rules while riding school buses or other school transportation.</p>	<p>Loss of bus riding privileges</p> <p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p>
<p><b>Criminal Sexual Conduct</b></p> <p><i>Description.</i> A student shall not commit criminal sexual conduct, as defined by <a href="#">MCL 750.520b-e and g.</a></p> <p><i>Penalty.</i> Administrative intervention to permanent expulsion, in accordance with <a href="#">MCL 380.1311.</a></p> <p>This section is supplemental to, and does not limit, sub-sections 9, 10, 14, 24, 25, and 34.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Referral to local law enforcement.</p>
<p><b>Discriminatory Harassment</b></p> <p>A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p>
<p><b>Destruction/Defacing School Property or the Property of Others</b></p> <p>Intentionally destroying and/or defacing school property or property belonging to others.</p>	<p>Cost to repair or replace the property.</p> <p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p>

<p>Students are responsible for the proper care of all books, technology equipment, supplies and furniture supplied by the school. Writing, defacing, marking and/or painting on any surface of school buildings, including lockers, desks, chairs and educational materials is prohibited.</p>	<p>Possible referral to local law enforcement.</p>
<p><b>Display of Affection</b> Public displays of affection and/or physical contact are not considered acceptable behavior.</p>	<p>Tier 1 Classroom intervention  Referral to administration, resulting in discipline up to and including expulsion.</p>
<p><b>Disruptive Behavior</b> Disruptive behavior is defined as any behavior that has a negative impact on the educational environment or interferes with the rights of other individuals within the school. This includes interference with any school function, including, but not limited to, disturbances of classes, inciting or encouraging a fight, repeated and willful breaking of established rules, or any other infringements upon the rights of others, whether it be fellow students, teachers, school employees, or administrators.</p>	<p>Tier 1 Classroom intervention  Referral to administration, resulting in discipline up to and including suspension.</p>
<p><b>Dress Code Violation</b></p>	<p>Option to change clothes to clothing provided by the office or change of clothing provided by parents / guardians.  Verbal warning up to suspension for repeated offenses.</p>
<p><b>Driving/Parking Violation</b> Dangerous driving / driving in a manner that puts others at risk; failure to comply with directions of school officials, including traffic and parking requirements</p>	<p>Loss of parking privileges.  Referral to administration, resulting in discipline up to and including expulsion.  Potential referral to local law enforcement.</p>
<p><b>Explosives</b> Possession, distribution, solicitation, or use of explosives, which include but are not limited to any flammable or combustible material and/or device that can be ignited by flame, heat, electricity, gas and/or compression whether or not</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p>

<p>such discharge or ignition produces flames, noise, projectiles, smoke or fumes.</p>	<p>Potential referral to local law enforcement.</p>
<p><b>Extortion</b> Use of threat, intimidation, force or deception to take or receive something from someone else.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>
<p><b>Falsification of Records</b> A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.</p>	<p>Referral to administration, resulting in discipline up to and including suspension/expulsion.</p> <p>Possible referral to local law enforcement.</p> <p>Payment of restitution.</p>
<p><b>False Emergency Report / False Fire Alarm</b> A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p>
<p><b>Fighting/Physical Violence</b> Fighting or other physically aggressive or violent behavior with any other student, staff member or school visitor on school property, at bus stops, before and/ or after school, or at school sponsored functions is prohibited. If a student is having difficulties with another student, staff member or school visitor that student should share their information with a staff member as soon as possible.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>
<p><b>Forgery/Counterfeit</b> Intentionally misrepresenting information given to school district personnel. This includes, but is not limited to, forgery and falsifying of hall passes or attendance excuses, counterfeiting of documents or money, and falsifying school records.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>
<p><b>Gambling</b> Gambling or playing games of chance for money or valuables is prohibited.</p>	<p>Referral to administration, resulting in discipline up to and including suspension.</p>



<p><b>Gang Behavior/Affiliation</b></p> <p>Participation in known gang activities or displaying gang symbols or affiliation is prohibited. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a “secret society” is prohibited.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Referral to local law enforcement.</p>
<p><b>Inappropriate/Unauthorized Use of Technology or Materials</b></p> <p>Use of technology or instructional materials to cause disruption or damage.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p>
<p><b>Inappropriate Behavior</b></p> <p>Any solicited, unsolicited, or unwelcome comment or conduct that may intimidate, disparage, demean, humiliate, or demonstrate aggression toward another person or could reasonably be perceived as disruptive, damaging, disrespectful, offensive, unsafe, or negatively impact the educational environment.</p>	<p>Tier 1 Classroom intervention</p> <p>Referral to administration, resulting in discipline up to and including suspension.</p>
<p><b>Indecency</b></p> <p>A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Referral to local law enforcement and other appropriate agencies.</p>
<p><b>Insubordination</b></p> <p>Failure to follow a reasonable directive by school staff.</p>	<p>Conference with the student to referral to administration for discipline, which may include out-of-school suspension.</p>
<p><b>Interference with School Authorities</b></p> <p>Willful or intentional attempts to undermine or interfere with school personnel fulfilling their duties.</p>	<p>Conference with the student to referral to administration for discipline, which may include out-of-school suspension.</p>
<p><b>Loitering</b></p> <p>Students may not loiter in building hallways, entrance ways, locker rooms, restrooms or in parking lots. Students are expected to use passing times to travel to their next assigned areas.</p>	<p>Referral to building administration.</p>

<p>Students are not permitted in the halls during class time unless accompanied by District staff or provided with an official hall pass. Students without a pass will be considered loitering and will be referred to their building principal.</p>	
<p><b>Persistent Disobedience</b> Repeated violation of any combination of school rules.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p>
<p><b>Physical Assault on an Employee / Volunteer / Contractor</b> Intentionally causing or attempting to cause physical harm to a district employee, volunteer, or third-party contractor, through force or violence  *Pursuant to the Revised School Code, a student in grade 6 or above who commits a physical assault against another student on school premises, on a school bus or school-related vehicle, or at a school-sponsored activity is subject to permanent expulsion. <a href="#">MCL 380.1311a(1)</a>.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.  Possible referral to local law enforcement.</p>
<p><b>Physical Assault on a Student</b> Intentionally causing or attempting to cause physical harm to another student through force or violence  *Pursuant to the Revised School Code, a student in grade 6 or above who commits a physical assault against another student on school premises, on a school bus or school-related vehicle, or at a school-sponsored activity is subject to a suspension or expulsion of up to 180 school days. <a href="#">MCL 380.1310(1)</a>.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.  Possible referral to local law enforcement.</p>
<p><b>Profanity/Slurs/Vulgar Language</b>  Profane, obscene or abusive language should not be used. This includes the use of obscene gestures, slurs, signs, pictures, publications, or electronic messages.</p>	<p>Tier 1 Classroom intervention  Referral to administration for discipline, which may include out-of-school suspension.</p>
<p><b>Skiping Class</b></p>	<p>Tier 1 Classroom intervention  Referral to administration, resulting in discipline up to and including out-of-school suspension.</p>

	Potential referral to local law enforcement and other appropriate agencies.
<p><b>Theft</b></p> <p>Intentionally taking or keeping without dishonestly acquiring the property of another.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p> <p>Payment of restitution.</p>
<p><b>Tobacco Use or Possession / E-Cigarettes / Vaporizers</b></p> <p>Possession and/or use of any smoking product or device including electronic cigarettes/vaporizers or products associated with them is prohibited on school grounds, school property, school buses or vehicles on school grounds whether or not the product is intended to be used for tobacco or tobacco-like substances. This includes but is not limited to tobacco, e-cigarettes, and/or smoking liquids and other synthetic cannabinoids and/or synthetic hallucinogens. The District reserves the right to refer any substance to police agencies for testing.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p> <p>Confiscation of prohibited items.</p>
<p><b>Trespassing</b></p> <p>Entering District property without permission to do so. Students who are suspended or expelled from school or who no longer attend school may be considered trespassers if they are on campus without permission.</p>	Referral to local law enforcement.
<p><b>Verbal Assault / Bomb Threat</b></p> <p>A verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat</p> <p>*Pursuant to the Revised School Code, a student in grade 6 or above who commits a verbal assault against a District employee, volunteer, or contractor, or a bomb threat or similar threat, is subject to a suspension or expulsion for a period of time as determined in the discretion of the school board or its designee. <a href="#">MCL 380.1311a(2)</a>.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p>

<p><b>Weapon – Possession of a Dangerous Weapon in a Weapon Free School Zone, in violation of the Revised School Code, <a href="#">MCL 380.1311(2)</a>.</b></p> <p>Pursuant to the Revised School Code, a student who possesses a dangerous weapon in a weapon free school zone is subject to permanent expulsion. <a href="#">MCL 380.1311(2)</a>.</p> <p>A dangerous weapon is defined in the statute as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar or metallic knuckles”. Firearm is defined as any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive; the frame or a receiver of any such weapon; any firearm muffler or firearm silencer; or any dangerous destructive device.</p> <p>“Weapon-free school zone” means school property and/or a vehicle used by a school to transport students to or from school property. (<a href="#">MCL 750.237a</a>).</p> <p>“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (<a href="#">MCL 750.237a</a>).</p>	<p>Referral to administration, resulting in discipline up to and including permanent expulsion.</p> <p>Immediate referral to local law enforcement and/or other appropriate agencies.</p> <p>Confiscation of prohibited items.</p>
<p><b>Weapon – Possession of a Look-Alike Weapon or Weapon Not Included within the Revised School Code Definition</b></p> <p>Students are prohibited from possessing guns of any type (including air and gas-powered guns, whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, chemical mace, pepper gas, stun guns, BB guns, pellet guns, razors, box cutters, ammunition and explosives or any object which, in the manner in which it is used or is intended to be used is capable of causing or threatening injury or bodily harm, property damage, or danger to the health and safety of persons. Please be advised that look-alike weapons will be treated as actual weapons.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Referral to local law enforcement and/or other appropriate agencies.</p> <p>Confiscation of prohibited items.</p>

<p><b>Weapon – Use of a Legitimate Tool as a Weapon</b></p> <p>Students are prohibited from using a legitimate tool, instrument, or equipment, such as a pen, pencil, compass, or comb, to threaten or cause injury or bodily harm to another.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Referral to local law enforcement and/or other appropriate agencies.</p>
<p><b>Weapon – Failure to Report</b></p> <p>Students are required to report to an administrator, security staff, or school resource officer any knowledge of weapons and/or threats of violence by a student.</p> <p>To anonymously report specific threats of school violence, weapons, or other suspicious or criminal conduct call the P-CCS Anonymous Tip Line: (734) 416-2920, the Michigan State Police Hotline: 1-800-815-TIPS or OK 2 SAY (855) 565-2729 or <a href="http://www.ok2say.com">www.ok2say.com</a>.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>

**Detentions**

The classroom teacher or the administrative staff may assign detention. It can be assigned for violations of school rules and policies. Classroom detentions may be held after school, before school or at the discretion of the teacher. Students have one day to arrange for transportation or job schedule changes. Students who do not show up for detention will have the detention time doubled or it may lead to suspension. Students should bring school work to do during this time.

**§3.7 Dress Code**

Establishment of a school dress code is for the purpose of maintaining order, securing the safety of all students, and providing a healthy environment conducive to academic purposes. It is important that students learn to dress for success. In order to achieve these purposes these dress code guidelines prohibit student dress or grooming practices which:

- Presents a hazard to the health or safety of the individual student or to others in the school;
- Interferes with school work, creates disorder, or disrupts the educational program;
- Prevents a student from achieving their own educational objectives because of blocked vision or restricted movement; and/or
- Causes excessive wear or damage to school property.

Grooming, hair style, and/or wearing of clothing, jewelry, head coverings, tattoos, or accessories which by virtue of color, arrangement, trademark, or other denote violence, gang affiliation, death, drugs, sex, tobacco, or alcohol is not acceptable school attire. In addition, clothing deemed to be profane in nature is prohibited.

Footwear must be worn at all times for health reasons. Extremely short skirts, short shorts, halter tops, and bare midriffs, are considered unacceptable school attire. A general guideline for shorts or skirts for most students would be fingertip length with arms fully extended at the student's side. Hoods may not be worn by students inside the school building during or after school hours.

Students who do not meet dress code requirements must change clothing and leave the inappropriate item(s) in the office for the remainder of the day. If a student does not have appropriate clothing, a t-shirt will be provided. Failure to change clothing will be considered insubordination.

### §3.8

### Dual Enrollment

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;
- 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 high school classes, paid for by the district, exceed five (5) in number.

### §3.9

### Earning Credit Towards Graduation

**GPA Calculation** All grades that are part of a student's semester schedule will be calculated toward a student's GPA and reflected on transcripts.

**Online Learning** [Section 21f of the State School Aid Act](#) expands access to digital learning options for students in Michigan by permitting students in grades 5-12 to enroll in up to two online courses during an academic term, semester, or trimester, with consent from the students' parents. Enrollment in online courses under Section 21f cannot result in a course load that exceeds a full time schedule. Students are to report to the designated location for online learners for the duration of their stay daily.

**Credit Recovery** The District provides opportunities to obtain credits lost during the school year through Credit Recovery and allows students to retake courses in which they failed (received a grade "E"). Credit Recovery online or summer school grades will replace the previous grade and adjust cumulative GPA. Summer Credit Recovery is at the expense of the student/family.

**Semester Exam** In concurrence with the requirements of the Michigan Merit Curriculum legislation, a student will be awarded credit for a course by achieving a C+ or better on the final semester exam. While a student may earn credit for a course in this manner, the final semester grade issued by the teacher will be placed on the transcript and calculated toward a student’s cumulative GPA.

**Testing Out Course Waiver** Students have the opportunity to bypass or test out of a course by showing competency in the subject matter.

A student in grades 9 through 12, or entering ninth grade, may receive credit for courses in which the student demonstrates competency 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 competency, 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.

§3.10	<b>Grading System</b>
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The student school year is broken into (2) two, 18 week terms. Progress reports will be available in the Mi-STAR Parent Portal every (6) six weeks. At the end of each term, a final grade will be issued which may include a final examination grade. The report card is available in the Mi-STAR Parent Portal.

**Grading Scale** If the first decimal is a 5, the percent is rounded up.

● A            93%	● B-           80%	● D+           67%
● A -           90%	● C+           77%	● D             63%

• B+ 87%	• C 73%	• D- 60%
• B 83%	• C- 70%	• E 0-59%

**GPA 4.0 Scale**

• A 4.0	• B- 2.667	• D+ 1.333
• A - 3.667	• C+ 2.333	• D 1.0
• B+ 3.333	• C 2.0	• D- 0.667
• B 3.0	• C- 1.667	• E • NC No Credit • I Incomplete

**Grade Weighting** Grade weighting will be calculated by multiplying the grade point earned in each AP and/or dual-enrolled course by a factor of 1.25. The weighted grade system of computing GPA will be used to establish class rank, Salutatorians, and Valedictorians. Questions about the weighted grade policy and its implementation should be directed to the student’s counselor or a building administrator.

**Valedictorian, Salutatorian, and Honor Cords** A student must satisfy the District approved curriculum and graduation requirements in order to be eligible for the honors included below. The grade point average used in determining the awards of Valedictorian and Salutatorian will be rounded to the nearest thousandth place. If the fourth decimal is the number five, the grade point average will be rounded up. Final determination for the recipients of these awards (Valedictorian, Salutatorian, and Gold cords) will be made following the completion of seven semesters of high school. Students transferring to Clarenceville High School from another high school shall have their academic grades counted when determining awards. Courses/credits accepted as part of a high school curriculum include courses taken by a high school student in an accredited program at the vocational technical center, adult education, or other educational institutions and shall be included on the high school transcript for credit and grade point average.

**Valedictorian.** The student having the highest grade point average in the graduating class shall be declared class Valedictorian. In the case of a tie, Co-Valedictorians will be named.

**Salutatorian.** The student having the second highest grade point average in the graduating class shall be declared the class Salutatorian. In the case of a tie, Co-Salutatorians will be named.

**Gold Cords.** Students having a grade point average of 3.500 or above will be awarded a Gold Cord.



<b><u>Course Type</u></b>	<b><u>Credits</u></b>	<b><u>Notes</u></b>
English Language Arts	4	
Mathematics	4	Including successful completion of at least Algebra I, Geometry, and Algebra 2 and an additional Math credit. Students must successfully complete a Math or Math-related credit in their final year of high school.
Science	3	Including successful completion of 1 credit of Biology, 1 credit of Chemistry and 1 credit of Science elective.
Social Studies	3.5	Including completion of 1 credit in U.S. History & Geography or AP U.S. History & Geography 1 credit in World History & Geography or AP World History & Geography .5 credit in American Government .5 credit in Economics .5 credit in Civics
World Language	2.0	Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or – Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a Department approved formal CTE program; or an additional visual, performing, and applied arts credit (1 credit).
Physical Education (PE) class	0.5	Students must complete two seasons of a HS Athletic Team or Marching Band may earn 0.5 Physical Education (PE) class.
Health	0.5	
Personal Finance <a href="#">ML 380.1278a Section 1278a(3)</a>	0.5	This requirement begins with the Class of 2027
Online Course or learning Experience	Credit as needed	Grades 7-12

Electives	4	
<b>Total</b>	<b>22</b>	<b>Students must attempt a minimum of 22 credits</b>

**Assessments** The Michigan Merit Exam (MME)-- which includes the Scholastic Aptitude Test (SAT) and M-STEP-- All students take this state assessment test in the Spring of their 11th grade year. The SAT will be administered in a full-day session, 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 9th and 10th grade years to help prepare them for the MME-

**Career and Technical Education (CTE)**

If a student successfully completes a department-approved formal career and technical (CTE) program or curriculum, the student may:

- Partially or fully fulfill the senior math requirement;
- Partially or fully fulfill 1 credit of the world language requirement;
- Fulfill the requirement for the third science credit; or
- Partially or fully fulfill 1 credit of a visual/performing and applied arts credit.

**§3.12 III Students During the School Day**

The area for students getting ill during the school day is located in the main office. Facilities are appropriate for minimal care while waiting for the parent to take a student home. If a student should become ill during the school day, the student should report to class and request a pass to the office. If the situation is an emergency, the student should report directly to the office or seek the assistance of any staff member who will then contact the office for additional assistance. It may be necessary for the school to seek emergency medical assistance. Every effort will be made to contact the parent in these instances. Students who need to go home due to illness must be released to someone listed as an emergency contact by the office. Parents must be contacted before students are released by the school.

**§3.13 Media Center**

The Media Center staff is dedicated to providing an environment which fosters and supports students' academic and pleasure reading endeavors. Students are welcome in the Media Center from 7:00 a.m. - 3:00 p.m. Monday through Friday. During class hours, students should have a pass and check in at the main desk. Students may enjoy the Media Center before and after school without a pass. Materials can be checked out with a student ID at the main checkout desk. Patrons are responsible for reimbursing the Media Center for lost or damaged items.

For the 2023-2024 school year, Clarenceville High School students will not be charged for a breakfast or lunch. Should a student want to purchase an ala carte item, the student will have to pay for such an expense. In accordance with [Board of Education Policy 5008](#) and 5008-AR, as a convenience, the District is pleased to offer parents the ability to make deposits into a meal account for their child through the MiSTAR parent portal.

There are three lunch periods scheduled at the high school. All students will remain in the cafeteria during their scheduled lunch time. Students are responsible for tidying their own areas prior to exiting the cafeteria. Students will use their student ID number to purchase/acquire food. Food must be purchased before it is removed from the serving areas.

**Michigan Merit Curriculum (MMC)** PCs are designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. State statute allows personal curriculum modification in order for student to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world language credits; or completing a department-approved formal CTE program.
- Modify the State Content Standards for Mathematics.
- Modify, when necessary, the credit requirements of a student with an Individualized Education Program.
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

**Parental Request** Parent may request a personal curriculum for their student that modifies certain requirements, provided the following requirements are met:

- The PC is developed by a group consisting of the student, one of the student's parents or legal guardians, and a guidance counselor or teacher. The developed PC must be agreed upon by the parent or legal guardian and the superintendent or school designee before taking effect.
- The PC will incorporate as much of the subject area content expectations as practicable; establish measurable goals that the student must achieve while enrolled in high school; provide a method to evaluate whether the student achieved these goals; and will be aligned with the student's educational development plan.

- English Language Arts and Science requirements are not subject to modification and students must meet State Content Standards.
- The Mathematics credit requirements may be modified as part of a PC if the student successfully completes at least 3.5 credits of the mathematics credits required, including Algebra I and Geometry, and successfully completes at least 1 mathematics credit during his or her final 2 years of high school. The Algebra II credit may be modified as part of a PC if the student meets 1 or more of the following:
  1. Successfully completes the same content as 1 semester of Algebra II, as determined by the department.
  2. Elects to complete the same content as Algebra II over 2 years.
  3. Enrolls in a formal CTE program and in that program successfully completes the same content as 1 semester of Algebra 2.
  4. 1 credit of the state content standards for Mathematics may be modified to .5 credits so long as the modification continues to provide the state content standards.
- The Social Studies requirements may be modified as part of a PC only if all of the following are met:
  1. The student successfully completed 2 credits of the Social Studies requirements including Government.
  2. The modification requires the student to complete 1 additional credit in Language Arts, Mathematics, or Science, or 1 additional credit of Foreign Language, or requires the student to complete a formal CTE program.
- The Physical Education and Health credit requirement may be modified as part of a PC only if the modification requires the student to complete 1 additional credit in English Language Arts, Mathematics, or Science, or 1 additional credit of Foreign Language, or requires the student to complete a formal CTE program.

**Special Education Personal Curriculum** If a student receives Special Education services, the student's IEP shall identify the appropriate course or courses of study and identify the supports, accommodations, and modifications necessary to allow the student to progress in the curricular requirements and satisfy the requirements for a diploma. A parent may request a Special Education PC for the student that modifies graduation requirements, provided the following requirements are met:

- If it can be demonstrated that the modification is necessary because the student is a child with a disability as defined under the Individuals with Disabilities in Education Act.

- The PC must be developed by a group that includes the student, at least one parent or guardian, a school counselor, and may include a school psychologist and/or an administrator.
- A PC must incorporate as much of the subject area content expectations of the MMC as is practicable.
- A modification may be granted to the extent necessary if the group determines that the modification is consistent with the student's educational development plan and individualized IEP.

§3.16

**Personal Electronic Devices**

Secondary students are permitted to use personal electronic devices only as follows:

- Before and after the regular school day.
- During the student's scheduled lunch time.
- As directed by a teacher or other professional staff member for educational purposes.

Students may possess personal electronic devices on their person but the devices must be powered off and kept out of sight in backpacks/purses or lockers except during the times above (see § 1.9).

**Electronic Communication Devices Restrictions**

- No student shall possess, display, record, or distribute inappropriate information on cellular phones, laptops, or other electronic communication devices on school property or at a school sponsored event.
- Students may not possess, display, record, or distribute video, audio or images of staff, students or educational materials without the consent of all parties involved.
- Students may not use any electronic communication device in any way that is disruptive to the educational process.

§3.17

**Retaking a Course In-Person**

Students may be allowed to retake a course in-person, if they have not earned credit in that course. The grade earned the second time will replace the original grade and the student's cumulative GPA will be recalculated. Students must request, in writing, the approval of the building administration and/or counselor before they will be permitted to retake a course in-person. The building administrator's decision will be based on the following considerations: current graduation status, student behavior history, and course availability.

**§3.18****Schedule Changes**

All student-initiated schedule changes must be completed by the end of the 5<sup>th</sup> day of first semester and the end of the 5<sup>th</sup> day of second semester. Exceptions may be considered by building administration.

**§3.19****Senior Commencement**

In order to participate in the commencement ceremony, a student must have satisfied all requirements for graduation as detailed in § 3.11. Documented verification of completion of all credit for all enrolled, online, or correspondence courses must be received from the credit awarding school by 3:00 p.m. on the Thursday prior to Commencement. Earning of the diploma is a constitutional right for all students that have met the district graduation requirements. Participation in commencement is a privilege and not a right. Commencement is a school activity. End of year misconduct by students may result in a loss of the privilege to participate in commencement.

**§3.20****Senior Examination Waiver**

Senior students have the opportunity to waive their second semester final exams provided that they meet the academic, attendance, and behavior requirements described below:

- Seniors with a grade of at least a B (83% and/or above), and
- Six (6) or fewer absences 2nd 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.).
- The building administration will make the determination on any senior in question.
- Student Option. Seniors who meet all of the requirements may choose to take exams in an effort to improve their grade. The exam grade will not be averaged if it will not help the senior's grade.

**§3.21****Emergency Drills**

Fire, severe weather, and lockdown (active shooter) drills are scheduled, posted & conducted periodically throughout the school year. Plans are posted for fire & severe weather drills inside each classroom.

**§3.22****Student ID Cards**

Student ID cards aid in the identification of our students in the media center, athletic events, dances, and other school sponsored activities. Students are expected to carry their ID cards during school hours and at all school activities. A replacement card will cost \$5.00. The school will make periodic time for taking photos for replacement cards. Intentional misinformation requiring a new ID card will result in a \$25.00 fee to provide an accurate card.

**§3.23****Transportation**

**Bus Routes** At the beginning of each school year, students who are transported to and from school are assigned to a specific bus route. In order to ensure the safety of our students who are transported to and from school, parents must notify their child's school should there be any deviation to the pick-up and drop off location. Students are expected to behave in alignment with the Student Code of Conduct, even when en route to and from school. If students act in a manner unacceptable to the bus driver, bus privileges may be revoked.

**Walkers** Students walking to and from school are to cross at intersections. On residential streets, students are expected to use sidewalks where provided or walk safely off the roadway, facing traffic. When crossing Middlebelt Rd, walkers are expected to use the pedestrian bridge.

**Bicycles, Skateboards, Roller Blades, Scooters** Students may use bicycles, skateboards, roller blades, or scooters to get to and from school with parent permission. The District is not responsible for damages or loss of any such items. Once on school property, students must walk these items instead of riding or wearing them. Bicycles and scooters must be parked in the racks provided and must be secured with a lock. Students must obey all traffic rules and be considerate of walkers.

**Student Drivers** Student drivers must be licensed and receive permission from the District in order to park their vehicle on District property or use their vehicle during the school day. Student drivers must register with their school and park only in designated areas. In order to be eligible to drive a vehicle (automobile, motorcycle, moped) to or from school, the student must follow these rules:

- Each student must have a valid driver's license and the vehicle must have a current license plate.
- Each student must fill out and return a Student Driving Application form to the office along with the fee, and they must bring a correct certificate of vehicle registration with them. Fees: \$25 - full year.
- 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.

- Each vehicle must be registered and the authorized parking permit issued for that vehicle must be displayed on the rear view mirror.
- Parking permits are not transferable. If you sell or dispose of your vehicle during the school year, the permit must be removed and destroyed. Any replacement vehicle must also be registered in the school office.
- New license plate numbers must be reported to the office immediately. If a school sticker other than the one issued for that vehicle is displayed, the student will have their driving privileges revoked.
- All students will show ID upon request of parking security or another authorized adult.
- All students must be properly parked in the designated areas within the student parking lot west of the building upon arrival at school.
- Students are not to drive or park in the faculty parking lot, or the bus loading areas.
- Student drivers are to obey both state and school traffic regulations. The speed limit on school property is 10 m.p.h.
- Seniors may not loan their cars to underclassmen during the school day. Students who violate leaving campus without permission will be subject to school discipline and/or revoked driving privileges.
- Student drivers may not return to their car during school hours unless they have written permission from the office.
- Reckless driving in the parking lot will result in loss of driving privileges with length of revocation to be determined by administration.

**Consequences.** Violation of the above stated rules could result in a suspension/revocation of driving privileges from 1 day up to the remainder of the semester or school year, at the discretion of the administrator.

§3.24

### Visitors

Student visitors at school are not permitted during the school day. Non-District students are prohibited on campus before school, during lunch, and after school and will be asked to leave immediately. If they refuse, authorities will be notified.



§3.25

**Withdrawal from School**

The District believes that all students should complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond high school. No student under the age of 18 will be permitted to withdraw without the written consent of a parent.

§3.26

**Work Permits**

All students between the age of 14 and 18 must possess a work permit before they may be legally employed at most jobs. Permits must be obtained for part time employment during the school year as well as summer help. If such students are offered employment, they must: pick up a work permit form from the school office; fill out the form; and hand the form into the office. Once these steps have been taken, a work permit will be issued. The administration has the right to revoke any permit due to poor attendance or a poor academic record.

**§4.0****MIDDLE SCHOOL STUDENTS****§4.1****Introduction**

All Middle school students are expected to follow and are subject to the §1.0-General Information and §2.0-Student Code of Conduct sections of this *Student Handbook*.

**Building Hours** Classes begin at 8:00 a.m. and run until 3:00 p.m. Students should not be at school prior to 7:45 a.m. Upon arrival at 7:45, students may go to the cafeteria and eat breakfast, or they can go to their lockers. Students cannot be in the school or on school grounds later than 3:15 p.m. unless they are supervised by a staff member. Students must wait outside for their rides. They may not congregate in the vestibule without administrative permission.

**MiSTAR** Students and parents have access to attendance and academic information 24 hours per day, 7 days per week through MiSTAR. Usernames and passwords are assigned to incoming sixth graders and transfer students and parents. Information can be mailed upon request to parents & students without email/internet access.

**§4.2****Academic Dishonesty**

Students found to be academically dishonest will face disciplinary action ranging from a conference with the teacher, all the way to a possible suspension from school. Students who are academically dishonest will be punished at the discretion of the classroom teacher and the administration.

Examples of Academic Dishonesty include, but are not limited to:

- Taking someone else's assignment and turning it in as your own.
- Giving your assignment to another person to copy (unless your teacher asks you to do so). Copying or duplicating assignments and turning them in as your own.
- Turning in work which was completed primarily by your parents.
- Reusing work without permission which you submitted to another class.
- Stating that you read a book or an assigned reading when you did not.
- Submitting materials (written by someone else) without giving the author's name and/or the source. This is plagiarizing.
- Taking credit for group work when you made little contribution to the work.

- Using hidden reference sheets during a test.
- Using programmed material in watches, calculators, or personal computing devices when prohibited.
- Writing formulas, codes, or key words on your person when you take a test.
- Communicating information to students in another class section which will help them on a test or quiz.
- Not following additional guidelines for cheating established by your individual teachers.

#### §4.3

#### Academic Support

After-School Tutoring will be offered to all students in the areas of math and literacy.

During the school day, students that are identified as at-risk, in the areas of math and literacy, will be eligible for our 6-week pull-out intervention program.

#### §4.4

#### Activities and Clubs

All students must be in attendance for at least three class periods (not including Advisory) in order to practice or participate in scheduled club events. Pre-arranged absences approved by office personnel (such as medical appointments) are excused, and the student participant is still eligible to practice or participate. Any participant, after signing out of school due to illness, may not participate in a practice or competition. A participant or spectator who is on suspension from regular school attendance may not attend, practice, or take part in events from the time of the notification of the suspension until the date they may return to school.

**Student Council** The student council is a service organization. It also serves as an open forum to discuss student and school-wide concerns. Student council members are expected to represent their fellow classmates and make sound decisions on their behalf. Meetings conducted by students and a sponsor are held on a regular basis. Members of this organization are responsible to plan and coordinate a variety of worthwhile student activities. Student Council provides experiences in the election process. Elections are held in the fall each school year. Grade-level representatives are elected from each Advisory class.

**Overview** Athletics play an important role in the total education of Middle School students and are considered to be an extension of the classroom. Athletic activities are designed to develop physical skills and promote teamwork and good sportsmanship. Participation in interscholastic athletics is a privilege, and it is also a responsibility. Student athletes are expected to be exemplary school citizens. They are not at any time or in any way to be involved in incidences of drug use, vandalism, theft, or other actions unbecoming to themselves or their team. To the extent any of these provisions conflict with the District's Athletic *Handbook*, these provisions apply.

#### **Available Sports for Grades 6**

- 6th graders are eligible to continue to play in the elementary sports program. The co-ed sports are as follows:
  - Fall: Flag football
  - Winter: Floor Hockey
  - Spring: Baseball
- 6th graders are also eligible to participate in Middle School track and girls' basketball.

#### **Available Sports for Grades 7th and 8th**

##### **Boys' Sports.**

- Fall – Football
- Winter 1 – Basketball
- Spring – Track (coed)

##### **Girls' Sports**

- Fall – Basketball, Cheer
- Winter 1 – Cheer
- Winter 2 -- Volleyball
- Spring – Track (coed)

**Eligibility** According to the Michigan High School Athletic Association (MHSAA), students who participate in interscholastic athletics must pass a physical examination before they will be allowed to participate in competition. Physicals must be dated after April 15 of the previous school year. This form must be completed by a physician and returned to the school if an athlete plans to participate in any interscholastic sport during the school year.

A student who competes in any interscholastic competition cannot be 15 years of age before September 1st of the current school year.

Students who participate in interscholastic sports must meet the eligibility standards for Clarenceville Middle School. A student must pass 4 out of 6 of their classes with a 2.0 overall grade point average of the marking period before the season begins in order to be

eligible to participate in play during the season. All athletes must pass 4 out of 6 classes and have a GPA of 2.0 for all classes including their enrichment classes. Any time an athlete does not earn a GPA of 2.0 or pass 4 out of 6 classes; they must complete a progress report every week to show improvement in their classes before they are eligible to participate. If an athlete has 2 E's in any of their classes, they will not be eligible for the next two weeks. Failure to show improvement may result in the athlete being removed from both practice and any scheduled contest(s). (Teachers of any athlete who is experiencing difficulty will be asked to be part of the process that determines ability to play and/or to practice.) Students must have a physical before they may participate in a sport. The physical is good for the entire school year.

### ***Pay to Participate.***

- For MHSAA sports, an annual fee will be charged to all participating student-athletes. This fee covers all MHSAA sports for the year.
- For elementary sports, a fee will be charged to all student-athletes for each sport played each season.

### ***Guidelines***

The following are general athletic program rules and regulations:

- All students must be in attendance for at least 3 class periods (not including Advisory) in order to practice or participate in scheduled extracurricular events (portion of day missed must be excused). A student who is on suspension from regular school attendance may not practice or take part in school competition or events during the suspension. The student will not be allowed to participate from the time of notification of the suspension until the date of return to school.
- Any athlete who chooses to be in possession of, use, or sell tobacco, intoxicants, narcotics, e-cigarettes, depressants, inhalants, or illegal substances, anytime during the school year will be suspended from interscholastic athletic competition for 50% of the interscholastic dates in a present sport and/or in the next sport in which the student participates, if the violation took place outside of the student's sport season.
- Student athletes are responsible for any equipment which is issued to them. Students will be charged for any lost or damaged equipment. Team uniforms are only to be worn during competition. Students should secure all personal items in a locked locker at all times. The school is not responsible for lost or stolen items.
- All athletes will be expected to travel to and from all away athletic contests with their team unless parents or the coach make special arrangements with the Athletic Director.
- If school is canceled because of weather conditions, there may be practice and scheduled games.

- Canceled games will be made up at the discretion of the athletic director.

**Emergency Communication** It is imperative for parents/students to keep emergency contact information up to date with the front office. This information is provided to team coaches by the Athletic Department in case of an emergency with your student athlete.

**Conduct and Athletic Events**

- Students attending sporting events are to leave the building after school and not reenter until 15 minutes before game time.
- Spectators may use the restrooms or get a drink but must remain in supervised areas.
- Spectators are expected to sit on the benches in the stands. Spectators should not stand on the court level, on the stage, in the aisles, or lean over the rails.
- Spectators are expected to demonstrate proper sportsmanship during all athletic events. We cheer for our team and do not address opponents, coaches, or referees.
- Spectators are expected to follow the guidelines set forth in the student expectations and handbook in regard to appropriate behavior and language.
- Spectators are expected to demonstrate respect for the facilities and clean up after themselves.
- Any student spectator who is on suspension from regular school attendance may not attend athletic events from the time of the notification of the suspension until the date they may return to school.

§4.6	<b>Attendance</b>
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School attendance is the responsibility of students and their parents. Punctuality and regular attendance is important for school success and carries many implications for later life. It is extremely important that students strive to be in school and on time for all classes.

**School Day Times** The Middle school day begins at 8:00 a.m. and classes are dismissed for the day at 3:00 p.m. The building is open for students daily from 7:45 a.m. to 3:15 p.m. unless the student is there for a scheduled purpose outside those hours. The school day is divided into six 54-minute class periods and a 35-minute lunch period. Students are given four minutes of passing time between classes. Announcements regarding school activities and events are made at the beginning of each school day.

**Middle School Regular Class Schedule**

Full Day Schedule		
Hour	Start Time	End Time
1	8:00	8:58
2	9:02	10:00

3	10:04	11:02
4	11:06	12:38
A Lunch	11:06	11:36
A Class	11:40	12:38
B Class	11:06	11:36
B Lunch	11:36	12:06
B Class	12:10	12:38
C Class	11:06	12:04
C Lunch	12:08	12:38
5	12:42	1:40
6	1:44	2:42
7 (Advisory)	2:46	3:00

***Middle School Early Release Wednesday Schedule***

<b>Early Release Schedule</b>		
<b>Hour</b>	<b>Start Time</b>	<b>End Time</b>
1	8:00	8:41
2	8:45	9:26
3	9:30	10:11
4	10:15	11:47
A Lunch	10:15	10:45
A Class	10:53	11:47
B Class	10:15	10:45
B Lunch	10:45	11:15
B Class	11:19	11:47
C Class	10:19	11:13
C Lunch	11:17	11:47
5	11:51	12:42
6	12:46	1:30
*No Advisory, 6th hour has 3 additional minutes for dismissal		

### **Middle School Half Day Schedule**

<b>Half Day Schedule</b>		
<b>Hour</b>	<b>Start Time</b>	<b>End Time</b>
1	8:00	8:30
2	8:34	9:00
3	9:04	9:30
4	9:34	10:00
5	10:04	10:30
6	10:34	11:00
*No Advisory period on half days		

**Reporting an Absence** When a student is absent, a parent or legal guardian must call the Middle School Attendance Office on the day of the absence to explain the reason for the absence, or they can report it in Parent Portal. Absences may only be excused by a parent or guardian. If no call is received within 48 hours of the recorded absence, the absence will be recorded unexcused.

Steps to follow to make proper notification of an absence:

- A parent or guardian must call the middle school attendance office at 248-919-0272 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 the absence is pre-planned a parent or guardian should attempt to notify the school prior to the absence

**Sign-Out of School** Students must be signed out in the office when leaving school at any time other than the normal end of the school day. When possible, please contact the office ahead of time to let the school know exactly when the student will be leaving. The person signing the student out must be on the student's emergency contact list, unless otherwise permitted by a guardian, either verbally or in writing.

**Excused Absence.** Absences reported by a parent within 48 hours of the student's recorded absence will be marked excused. Examples include personal illness, medical appointments, family emergencies, pre-arranged absences, or religious observances.

**Exempt Absence.** 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 must be turned in to the attendance office as quickly as possible upon 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
- 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.

**Prearranged Absence (Vacation or Trip).** It is not recommended that parents excuse their children from school for vacations or trips.

**Unexcused Absence.** Unexcused absences are absences that are not excused. Examples include *Skipping*. A student will be considered skipping if the student is absent one to six classes during a school day without the consent of the parent, without the consent of the school, and/or the student is in the school building but not in their assigned class or location. 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.

**School-Related Absence.** 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, other school functions, and suspensions, which cause a student to miss a class or classes.

**Make-Up Assignments** All assignments, quizzes, and tests that are missed due to excused, school related, and prearranged absences may be made-up and the student will receive full credit under the following conditions:

**Excused Absences.** All work missed during an excused absence may be completed. It is the responsibility of the student to make arrangements with their teacher for the completion of missed class work within two days of the student's return to school.

**School-Related Absences.** Assignments should be completed for the school-related absences.

**Unexcused Absences.** Academic credit for work missed or due during unexcused or skipping/truant absences may not be granted. Students are encouraged to acquire and complete missed class work in an effort to remain current with class activities.

**Suspension.** It will be the responsibility of the student to acquire homework assignments and materials. All missed work, quizzes, and tests must be completed upon return to class.

## **Tardiness**

Punctuality is an important life skill and tardiness is extremely disruptive and disrespectful to teachers and peers. A student is considered tardy if he or she is not in the classroom when the tardy bell stops ringing. Only teachers, counselors, or administrators may excuse a student's tardy. Students who

come to class after ten (10) minutes are marked absent for that period.. In an unusual circumstance (i.e., car accident) a parent may appeal a tardy to be excused by an administrator. We recognize that students will occasionally have a legitimate reason to be tardy. But they should be rare exceptions. The consequences for excessive tardiness in a class are as follows:

Number of Tardies	Consequence
4	Parent contact by teacher
5	Conference with administrator or counselor, parent contact
6	1 lunch detention
7	2 lunch detentions
8	1 after school detention
9	2 after school detentions
10 or more	1 day In-School Suspension

Continued excessive tardiness could lead to loss of privileges, such as field trips and extracurricular activities.

***Consequences For Poor Attendance***

By far, the biggest consequences for poor attendance are the learning gaps and safety issues that arise from truancy. But, there are some other short term consequences the school can enforce in situations where chronic unexcused attendance becomes a problem.

We will work diligently to team with students and parents to encourage excellent attendance. When attendance problems arise, the district engagement coordinator will work with the students and parents to improve attendance. However, if attendance issues continue, an administrator will become involved and students could start to lose extracurricular privileges such as:

- Field Trips
- Athletic competitions
- Participation in performing arts competitions
- Club Activities
- Other activities in the school

Continuing and excessive absenteeism from school, except for reasons of medical impairment or any similarly excusable condition, shall be considered truancy and/or educational neglect. Such instances shall be referred to Oakland Schools Truancy Program, to Oakland County Assistant Prosecutor School Liaison, to Juvenile Division of Probate Court and the Department of Social Services, as appropriate.

## Attendance Responsibilities

### Reminders:

- After 10 school days an unexcused absence (X) will become a truancy (Y) if it is not excused by a parent/guardian.
- Parents must call the Attendance Office to check a student out. We discourage parents from contacting a student directly via cell phone/text, because this will disrupt learning for other students.
- Leaving campus without parental permission and going through the proper check-out procedure in the Attendance Office for any reason will be considered a truancy (Y).

### Students will:

- Be where you are supposed to be, when you are supposed to be, doing what you are supposed to be doing.
- Make sure a parent excuses the absence.
- Be on time to class.

### Parents will:

- Be aware of student attendance through MiSTAR.
- Excuse students when they have a legitimate absence. (Call or email the Main Office or enter .in Parent Portal)

### Teachers will:

- Keep accurate records of students' absences and tardies.
- Be where you are supposed to be, when you are supposed to be
- Deliberately create an environment conducive to good attendance by beginning class on time and provide meaningful and engaging classroom instruction each day.
- Discuss attendance issues with students as they arise and inform the school counselors or administrators if attendance does not improve.

### Attendance Secretary will:

- Keep students, parents/guardians, advocates, counselors, and administrators informed of attendance issues.
- Notify students and their parents/guardians of excessive absenteeism by phone message or letter/postcard.
- Review attendance records and help resolve discrepancies.
- Provide check-in/check-out slips upon receiving a note, email, phone call or in person by any adult authorized by the student's parent/guardian.

### Coordinators/Counselors/Admin will:

- Work collaboratively with advocates, teachers, counselors and parents/guardians to identify and contact students with truanancies or habitual tardiness.
- Counsel with students in regards to attendance concerns.
- Make an attendance plan to help students improve truant behaviors.

- Correspond with parents/guardians when students have attendance issues by phone or email.
- Make home visits as needed in order to resolve attendance concerns.

### **Attendance Policy**

**Communication of Absences.** 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. Periodically throughout the school year, a letter will be sent home to families whose students are trending towards chronic absenteeism, alerting them of the number of absences recorded, and the next steps to be taken.

**Washington DC (8th Grade Class Trip)** On a scheduled date near the end of the school year, 8th grade students are given the opportunity to participate in the class trip to Washington DC. Students must be in good standing with attendance (missing no more than 15 unexcused days of school in any one class during the year), passing all courses, and display appropriate behavior. Failure to meet these criteria may lead to the loss of this opportunity.

§4.7

### **Behavior Expectations**

Student behaviors disruptive to the learning environment may require disciplinary action. Our discipline policies are intended to deal with those behaviors which cause disruption to the educational process, or which pose a threat to the safety and security of our students, staff, parents, school, and its property. See §§ 2.3-2.9 of this Handbook.

### **Proactive Measures**

School staff, with the guidance of building administration, should take necessary action to assist the student to modify inappropriate behavior prior to moving to suspension.

Such corrective measures may include, but not be limited to the following:

- Counseling by school personnel
- Parent/student/teacher conference
- Referral to a building special services team for evaluation
- Recommend consideration of a health examination and evaluation
- Recommend consideration of outside services, public or private
- Detention (other alternatives to school removal)
- Transfer to other rooms or classes within the building
- Involvement in a school or community intervention program if available
- Restorative Practices: Restorative Circle including necessary parties involved in the disciplinary incident.
  - A Restorative Practices disciplinary plan created through collaboration between necessary parties in order to repair harm, educate and resolve conflict in the learning community.
- Loss of activity privileges

- Building administrators may suspend students from participating in or being present at extracurricular activities.
- Sponsors of activities, including coaches, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules which have been approved by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.
- Students under school suspension shall refrain from entering upon school property without prior permission from school authorities.
- Students under suspension shall not participate in or be present at school functions.
- Nothing in this policy is intended to limit a teacher or sponsor in exercising authority requiring a student to leave a particular activity when that student's behavior violates Board policies or school rules. A report of misconduct of such a student and the action taken by the teacher or sponsor shall be reported to the appropriate school administrator at the earliest possible opportunity not later than the beginning of the next school day.

**Specific Prohibited Behaviors/Conduct**

Each of the behaviors described below shall subject the student to disciplinary action, which may include suspension and/or expulsion from school. It is also important to note that attempts toward completion of any of the following acts will constitute a violation and may be punishable to the same extent as if the attempted act had been completed. And further, lying to staff or obstructing an investigation or the operation of the school may result in disciplinary consequences. Police involvement may also be necessary in some instances.

<b>Offense</b>	<b>Potential Disciplinary Consequence</b>
<b>Academic Dishonesty / Cheating</b>	Referral to administration, resulting in discipline up to suspension/expulsion.
<p><b>Arson/Fire</b></p> <p>Unauthorized use of matches or lighters, attempting to light or burn any substance, setting fires or the use of open flames for improper purposes</p> <p>A student shall not commit an act of arson, prohibited by <a href="#">MCL 750.71 through MCL750.80</a>. This section is supplemental to, and does not limit or supersede, sub-sections 2, 12, 22, and 35.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Potential referral to local law enforcement.</p>
<b>Bullying/Cyberbullying/Hazing</b>	Referral to administration, resulting in discipline up to

<p>See definition and description on page 19.</p>	<p>and including suspension/expulsion.</p> <p>Possible referral to local law enforcement.</p>
<p><b>Coercion, Extortion, and Blackmail</b></p> <p>A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>
<p><b>Bus Misconduct</b></p> <p>Students must comply with all school rules while riding school buses or other school transportation.</p>	<p>Loss of bus riding privileges</p> <p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p>
<p><b>Criminal Sexual Conduct</b></p> <p><i>Description.</i> A student shall not commit criminal sexual conduct, as defined by <a href="#">MCL 750.520b-e and g.</a></p> <p><i>Penalty.</i> Administrative intervention to permanent expulsion, in accordance with <a href="#">MCL 380.1311.</a></p> <p>This section is supplemental to, and does not limit, sub-sections 9, 10, 14, 24, 25, and 34.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Referral to local law enforcement.</p>
<p><b>Discriminatory Harassment</b></p> <p>A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p>

<p><b>Destruction/Defacing School Property or the Property of Others</b></p> <p>Intentionally destroying and/or defacing school property or property belonging to others.</p> <p>Students are responsible for the proper care of all books, technology equipment, supplies and furniture supplied by the school. Writing, defacing, marking and/or painting on any surface of school buildings, including lockers, desks, chairs and educational materials is prohibited.</p>	<p>Cost to repair or replace the property.</p> <p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p>
<p><b>Display of Affection</b></p> <p>Public displays of affection and/or physical contact are not considered acceptable behavior.</p>	<p>Referral to administration..</p>
<p><b>Disruptive Behavior</b></p> <p>Disruptive behavior is defined as any behavior that has a negative impact on the educational environment or interferes with the rights of other individuals within the school. This includes interference with any school function, including, but not limited to, disturbances of classes, inciting or encouraging a fight, repeated and willful breaking of established rules, or any other infringements upon the rights of others, whether it be fellow students, teachers, school employees, or administrators.</p>	<p>Classroom intervention / conference with the student up to referral to administration, resulting in discipline up to and including suspension.</p>
<p><b>Dress Code Violation</b></p>	<p>Option to change clothes with clothing provided by the office or change of clothing provided by parents / guardians.</p> <p>Verbal warning up to suspension for repeated offenses.</p>

<p><b>Explosives</b></p> <p>Possession, distribution, solicitation, or use of explosives, which include but are not limited to any flammable or combustible material and/or device that can be ignited by flame, heat, electricity, gas and/or compression whether or not such discharge or ignition produces flames, noise, projectiles, smoke or fumes.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>
<p><b>Extortion</b></p> <p>Use of threat, intimidation, force or deception to take or receive something from someone else.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>
<p><b>Falsification of Records</b></p> <p>A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p> <p>Payment of restitution.</p>
<p><b>False Emergency Report / False Fire Alarm</b></p> <p>A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p>
<p><b>Fighting / Physical Violence</b></p> <p>Fighting or other physically aggressive or violent behavior with any other student, staff member or school visitor on school property, at bus stops, before and/ or after school, or at school sponsored functions is prohibited. If a student is having difficulties with another student, staff member or school visitor that student should share their information with a staff member as soon as possible.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>



<p><b>Forgery / Counterfeit</b></p> <p>Intentionally misrepresenting information given to school district personnel. This includes, but is not limited to, forgery and falsifying of hall passes or attendance excuses, counterfeiting of documents or money, and falsifying school records.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>
<p><b>Gambling</b></p> <p>Gambling or playing games of chance for money or valuables is prohibited.</p>	<p>Referral to administration, resulting in discipline up to and including suspension.</p>
<p><b>Gang Behavior/Affiliation</b></p> <p>Participation in known gang activities or displaying gang symbols or affiliation is prohibited. The presence of any apparel, jewelry, accessory, graffiti or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs or a “secret society” is prohibited.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Referral to local law enforcement.</p>
<p><b>Inappropriate/Unauthorized Use of Technology or Materials</b></p> <p>Use of technology or instructional materials to cause disruption or damage.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p>
<p><b>Inappropriate Behavior</b></p> <p>Any solicited, unsolicited, or unwelcome comment or conduct that may intimidate, disparage, demean, humiliate, or demonstrate aggression toward another person or could reasonably be perceived as disruptive, damaging, disrespectful, offensive, unsafe, or negatively impact the educational environment.</p>	<p>Conference with student to referral to administration, resulting in discipline up to and including suspension.</p>
<p><b>Indecency</b></p> <p>A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Referral to local law enforcement and other appropriate agencies.</p>
<p><b>Insubordination</b></p> <p>Failure to follow a reasonable directive by school staff.</p>	<p>Conference with the student to referral to administration for discipline, which may include out-of-school suspension.</p>

<p><b>Interference with School Authorities</b></p> <p>Willful or intentional attempts to undermine or interfere with school personnel fulfilling their duties.</p>	<p>Conference with the student to referral to administration for discipline, which may include out-of-school suspension.</p>
<p><b>Loitering</b></p> <p>Students may not loiter in building hallways, entrance ways, locker rooms, restrooms or in parking lots. Students are expected to use passing times to travel to their next assigned areas.</p> <p>Students are not permitted in the halls during class time unless accompanied by District staff or provided with an official hall pass. Students without a pass will be considered loitering and will be referred to their building principal.</p>	<p>Referral to building administration.</p>
<p><b>Persistent Disobedience</b></p> <p>Repeated violation of any combination of school rules.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p>
<p><b>Physical Assault on an Employee / Volunteer / Contractor</b></p> <p>Intentionally causing or attempting to cause physical harm to a District employee, volunteer, or third-party contractor, through force or violence</p> <p>*Pursuant to the Revised School Code, a student in grade 6 or above who commits a physical assault against another student on school premises, on a school bus or school-related vehicle, or at a school-sponsored activity is subject to permanent expulsion. MCL 380.1311a(1).</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p>
<p><b>Physical Assault on a Student</b></p> <p>Intentionally causing or attempting to cause physical harm to another student through force or violence,</p> <p>*Pursuant to the Revised School Code, a student in grade 6 or above who commits a physical assault against another student on school premises, on a school bus or school-related vehicle, or at a school-sponsored activity is subject to a suspension or expulsion of up to 180 school days. <a href="#">MCL 380.1310(1)</a>.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p>

<p><b>Profanity/Slurs/Vulgar Language</b></p> <p>Profane, obscene or abusive language should not be used. This includes the use of obscene gestures, slurs, signs, pictures, publications, or electronic messages.</p>	<p>Conference with the student to referral to administration for discipline, which may include out-of-school suspension.</p>
<p><b>Skipping Class</b></p>	<p>Referral to administration, resulting in discipline up to and including out-of-school suspension.</p> <p>Potential referral to local law enforcement and other appropriate agencies.</p>
<p><b>Theft</b></p> <p>Intentionally taking or keeping without dishonestly acquiring the property of another.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p> <p>Payment of restitution.</p>
<p><b>Tobacco Use or Possession / E-Cigarettes / Vaporizers</b></p> <p>Possession and/or use of any smoking product or device including electronic cigarettes/vaporizers or products associated with them is prohibited on school grounds, school property, school buses or vehicles on school grounds whether or not the product is intended to be used for tobacco or tobacco-like substances. This includes but is not limited to tobacco, e-cigarettes, and/or smoking liquids and other synthetic cannabinoids and/or synthetic hallucinogens. The District reserves the right to refer any substance to police agencies for testing.</p>	<p>Referral to administration, resulting in discipline up to and including suspension / expulsion.</p> <p>Possible referral to local law enforcement.</p> <p>Confiscation of prohibited items.</p>
<p><b>Trespassing</b></p> <p>Entering District property without permission to do so. Students who are suspended or expelled from school or who no longer attend school may be considered trespassers if they are on campus without permission.</p>	<p>Referral to local law enforcement.</p>
<p><b>Verbal Assault / Bomb Threat</b></p>	<p>Referral to administration, resulting in discipline up to and including suspension /</p>

<p>A verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat</p> <p>*Pursuant to the Revised School Code, a student in grade 6 or above who commits a verbal assault against a District employee, volunteer, or contractor, or a bomb threat or similar threat, is subject to a suspension or expulsion for a period of time as determined in the discretion of the school board or its designee. <a href="#">MCL 380.1311a(2)</a>.</p>	<p>expulsion.</p> <p>Possible referral to local law enforcement.</p>
<p><b>Weapon – Possession of a Dangerous Weapon in a Weapon Free School Zone, in violation of the Revised School Code, <a href="#">MCL 380.1311(2)</a>.</b></p> <p>Pursuant to the Revised School Code, a student who possesses a dangerous weapon in a weapon free school zone is subject to permanent expulsion. <a href="#">MCL 380.1311(2)</a>.</p> <p>A dangerous weapon is defined in the statute as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar or metallic knuckles”. Firearm is defined as any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive; the frame or a receiver of any such weapon; any firearm muffler or firearm silencer; or any dangerous destructive device.</p> <p>“Weapon-free school zone” means school property and/or a vehicle used by a school to transport students to or from school property. (<a href="#">MCL 750.237a</a>).</p> <p>“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (<a href="#">MCL 750.237a</a>).</p>	<p>Referral to administration, resulting in discipline up to and including permanent expulsion.</p> <p>Immediate referral to local law enforcement and/or other appropriate agencies.</p> <p>Confiscation of prohibited items.</p>
<p><b>Weapon – Possession of a Look-Alike Weapon or Weapon Not Included within the Revised School Code Definition</b></p> <p>Students are prohibited from possessing guns of any type (including air and gas-powered guns, whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, chemical mace, pepper gas, stun guns, BB guns, pellet guns, razors, box cutters, ammunition and explosives or any object which, in the manner in which it is used or is intended to be used is capable of causing or threatening injury or bodily harm, property damage, or danger to the health and safety of persons. Please be advised that look-alike weapons will be treated as actual weapons.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Referral to local law enforcement and/or other appropriate agencies.</p> <p>Confiscation of prohibited items.</p>

<p><b>Weapon – Use of a Legitimate Tool as a Weapon</b></p> <p>Students are prohibited from using a legitimate tool, instrument, or equipment, such as a pen, pencil, compass, or comb, to threaten or cause injury or bodily harm to another.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Referral to local law enforcement and/or other appropriate agencies.</p>
<p><b>Weapon – Failure to Report</b></p> <p>Students are required to report to an administrator, security staff, or school resource officer any knowledge of weapons and/or threats of violence by a student.</p> <p>To anonymously report specific threats of school violence, weapons, or other suspicious or criminal conduct call the P-CCS Anonymous Tip Line: (734) 416-2920, the Michigan State Police Hotline: 1-800-815-TIPS or OK 2 SAY (855) 565-2729 or <a href="http://www.ok2say.com">www.ok2say.com</a>.</p>	<p>Referral to administration, resulting in discipline up to and including expulsion.</p> <p>Potential referral to local law enforcement.</p>

**Detentions**

The classroom teacher or the administrative staff may assign detention. This disciplinary intervention can be used as an intermediate step, prior to having to assign an in-school or out-of-school suspension. Detentions may be held after school, before school or at lunch, and will be staffed by a CMS staff member. Students have one day to arrange for transportation or job schedule changes if needed. Students who do not show up for detention will have the detention time extended, or it may lead to further discipline. Students should bring school work to do during this time.

**§4.8 Counseling and Guidance**

Guidance is a process of helping individuals to help themselves. Counseling is the process in which a specially trained individual assists another individual in helping him/her to understand him/herself and all available opportunities. A Middle School guidance counselor is available to serve parents and students. The guidance counselor assists students in course selections, program planning, and personal, academic, and career guidance. Students are encouraged to talk with their counselor by making an appointment.

Appointments will be scheduled during nonacademic classes. It is recognized that certain situations call for immediate attention and in such cases students may seek out their counselor for immediate help. Parents and teachers may also request counseling services for a student. The guidance office is located in the main office and is open from 7:45 a.m. to 3:15 p.m.

**§4.9****Dress Code**

Establishment of a school dress code is for the purpose of maintaining order, securing the safety of all students, and providing a healthy environment conducive to academic purposes. It is important that students learn to dress for success. In order to achieve these purposes these dress code guidelines prohibit student dress or grooming practices which:

- Presents a hazard to the health or safety of the individual student or to others in the school;
- Interferes with school work, creates disorder, or disrupts the educational program;
- Prevents a student from achieving their own educational objectives because of blocked vision or restricted movement; and/or
- Causes excessive wear or damage to school property.

Grooming, hair style, and/or wearing of clothing, jewelry, head coverings, tattoos, or accessories which by virtue of color, arrangement, trademark, or other denote violence, gang affiliation, death, drugs, sex, tobacco, or alcohol is not acceptable school attire. In addition, clothing deemed to be profane in nature are prohibited.

Footwear must be worn at all times for health reasons. Extremely short skirts, short shorts, halter tops, and bare midriffs, are considered unacceptable school attire. A general guideline for shorts or skirts for most students would be fingertip length with arms fully extended at the student's side. As a safety measure, hoods may not be worn by students inside the school building during or after school hours.

Students who do not meet dress code requirements must change clothing and leave the inappropriate item(s) in the office for the remainder of the day. If a student does not have appropriate clothing, clothing provided by the office will be provided. Failure to change clothing will be considered insubordination. When a child is dressed inappropriately, the parent will be notified and the student may be sent home.

**§4.10****Earning Credits Towards High School Graduation**

If a Middle School student successfully completes one or more high school credits before entering high school, the student will be given high school credit for that course, but the grade will not be factored into the student's high school GPA or included on the student's transcripts.

**§4.11****Fire, Tornado, and Active Intruder Drills**

Fire, tornado, and Active Intruder drills are held multiple times each year to help students become familiar with evacuation routes and emergency procedures. The signal for a fire drill is a steady tone on the fire horn. During tornado and fire drills, students are expected to: leave the building according to directions posted in the classroom; walk quickly without talking or pushing;

and remain with their class. For Active Intruder drills we will follow Run-Hide-Fight protocols. Students must follow teacher instructions and sit quietly; and listen to further instructions as given, depending on the situation.

**§4.12 General Health Information**

**School Nurse** The District employs a school nurse on a part-time basis. The nurse is available on an as needed basis. Please call our main office to inquire.

**Communicable Diseases** Students with communicable or infectious diseases should not attend school until they are clear of the infection. Some examples are pink eye, impetigo, chicken pox, mumps, head lice (pediculosis), and Covid-19. In addition, student’s that are generally not feeling well are expected to stay home until their symptoms have subsided and they are fever free for at least 24 hours.

**Eye Examination** 7th grade students are given a vision screening test by personnel from the Oakland County Department of Health. Parents of students needing corrections are notified of test results.

**§4.13 Grading System**

The student school year is broken into (4) four, 9 week terms. Grades are updated continuously throughout the term, and parents can track students’ progress via Parent Portal. At the end of each term, a final grade will be issued. The report card is available in the Mi-STAR Parent Portal and also includes a citizenship assessment and a comment section to reflect a student’s classroom behavior. Students who have all A’s and B’s on their report card will be named to the nine-week Honor Roll.

**Grading Scale**

• A	92.5-100%	• B-	79.5-82.4%	• D+	66.5-69.4%
• A -	89.5-92.4%	• C+	76.5-79.4%	• D	62.5-66.4%
• B+	86.5-89.4%	• C	72.5-76.4%	• D-	59.5-62.4%
• B	82.5-86.4%	• C-	69.5-72.4%	• E	0-59.4%

**Homework.** Homework should be expected in most Middle School classes. Students are responsible for completing all assignments to the best of their ability. If absent, students are expected to make up the work assigned during their absence.

**Incomplete Grades.** Students who have not completed all required assignments at the end of a nine-week marking period may receive an incomplete ("I") grade on their nine-week report. All incomplete grades must be made up within two weeks after the end of the nine-week marking period. If the assignments are not completed during this time period, the final grade will be derived by averaging the assignments completed with an "E" given for all assignments not completed.

§4.14

#### Media Center

Students are welcome to be in the media center throughout the day while a teacher or media center staff are present. All media center books and materials need to be checked out prior to leaving the media center. Any damaged or lost books will result in the student being billed for the replacement cost of the book. All materials are required to be returned at the end of the year.

§4.15

#### Online Classes

Any online class opportunities need to be pre-approved by the Middle School Principal and/or Central Administration prior to a student enrolling in any online course.

§4.16

#### Family Engagement

**Parent-Teacher Conferences.** An essential ingredient in student achievement is direct family involvement. Research continues to prove that those students whose families are actively involved in their educational endeavors find the most success in school. The Clarenceville Middle School faculty is committed to providing as many opportunities as possible for families to interact with teachers and administrators. Parents and legal guardians may call the school and schedule a conference whenever they feel a need to discuss their child's progress.

The teachers, counselors, student support coaches, social workers and administrators are motivated to work together with families to improve students' academic progress or social behavior. Formal conferences will be scheduled twice during the school year to provide opportunities for families and teachers to interact and discuss students' academic growth.

**Open House/Curriculum Night.** An open house/curriculum night is planned at the beginning of the school year to help parents become familiar with the Middle School. The open house is organized so that parents can meet their child's teachers, be informed as to the curriculum that their child will be studying, and tour the school. All parents are encouraged to attend.

#### **Parent Communication**

- **Newsletter.** The Middle School newsletter, entitled *The CMS Trojan Tribune*, is published each month to keep families informed as to Middle School happenings. This newsletter is emailed to all families that have a valid email address associated with their



- student's account in MiStar, enrolled in [Q Communication](#), and is posted on social media.
- Up-to-date information can be found on the district and middle school website.
  - Administration also uses social media to communicate important information.

#### §4.17

#### Student Pictures

Each fall, all students have their pictures taken by a professional photographer. Pictures are taken for school records and the yearbook and a packet of photographs may be purchased at a cost determined by the picture company. There will be a make-up picture day for those students who miss the first picture day.

Students will also receive their student ID when they get their picture taken. In the event that a student loses their student ID, they are allowed one free replacement. Any further replacement IDs will cost \$5.

#### §4.18

#### Assessments

Students are assessed regularly to determine their academic and social emotional progress in regard to identified outcomes. Students will be in compliance with required state assessments each spring, as well as FastBridge local assessments three times a year in the subject areas of mathematics and reading.

#### §4.19

#### Trojan PRIDE PBIS Program

At CMS, we strive to build a culture that recognizes the great things our students do, encourages them to be a positive part of our school community, and supports them when they are struggling. The theme of our culture is Trojan PRIDE - which stands for **P**ositivity, **R**espect, **I**ntegrity, **D**etermination, and **E**mpathy. We believe that when our students are exhibiting those characteristics, they are helping build a stronger school community.

#### §4.20

#### Unauthorized Areas

Students are not permitted to loiter outside the school building during class periods, passing times, before school, or after school. With teacher permission and supervision, students are permitted to be in classrooms at lunch time.

Students are not permitted to loiter in the building after school, unless accompanied by a staff member.

**§4.21****Visitors**

All visitors must report to the middle school office when they enter the building. Visitors are expected to sign in when they arrive and sign out when they leave the building.

Students may not have visitors or guests in class or at “activity nights”.

**§4.22****Volunteer Program**

The District has an outstanding parent volunteer program in which all parents are encouraged to participate. Volunteers bring a caring attitude and a wealth of skills and experiences that enrich our educational program.

The goals of the volunteer program are to:

- Enrich student experiences beyond what are available in the school through the resources provided by volunteers;
- Allow teachers to strengthen school and community relations through participation; and
- Provide an opportunity for citizens to contribute to and become aware of the school program.

Prior to volunteering, volunteers must pass a background check (iChat). iChat forms are located on the district website.

**§4.23****Yearbooks**

A yearbook is published annually. It reviews student events and activities in words and photographs. Yearbooks may be purchased throughout the school year.

**§5.0****ELEMENTARY SCHOOL STUDENTS****§5.1****Introduction**

All elementary school students are expected to follow and are subject to the §1.0-General Information and §2.0-Student Code of Conduct sections of this *Student Handbook*.

**§5.2****Elementary School Hours**

**Main Office Hours** are from 8:00 AM to 4:00 PM each day.

**School Hours**

- Full Days - 8:30 - 3:40 PM
- Half Days - 8:30 - 11:30 AM
- Early Release - 8:30 - 2:10 PM

Changes in these hours may be caused by curriculum workshops, holidays, and other reasons and will be communicated in a QCommunication message, district / building websites and / or social media, or building newsletters.

**§5.3****Attendance / Absences / Illnesses**

In the case of a student absence, please contact the school office by 8:45 a.m. If an absence has not been called in, an attempt will be made to contact the parent at their home or place of employment to ensure the student has met no difficulty en route to school. Should a student become ill during the school day, the parent will be contacted to make arrangements for pick-up. No child will be allowed to go home without an adult present. When a student arrives late, s/he must report to the office to sign in. Should excessive tardiness and/or chronic absences (more than 10 school days) occur, the parent will be contacted and will be required to meet with district administration. Should a student be absent for more than ½-the school day, the student may not attend or participate in any after-school or extracurricular activities. Exceptions can be made with advanced notice that was granted by the building principal.

Establishment of a school dress code is for the purpose of maintaining order, securing the safety of all students, and providing a healthy environment conducive to academic purposes. It is important that students learn to dress for success. In order to achieve these purposes these dress code guidelines prohibit student dress or grooming practices which:

- Presents a hazard to the health or safety of the individual student or to others in the school;
- Interferes with school work, creates disorder, or disrupts the educational program;
- Prevents a student from achieving their own educational objectives because of blocked vision or restricted movement; and/or
- Causes excessive wear or damage to school property.

Grooming, hair style, and/or wearing of clothing, jewelry, head coverings or accessories which by virtue of color, arrangement, trademark, or other denote violence, gang affiliation, death, drugs, sex, tobacco, or alcohol is not acceptable school attire. In addition, clothing deemed to be profane in nature is prohibited.

Footwear must be worn at all times for health reasons. Extremely short skirts, short shorts, halter tops, and bare midriffs, are considered unacceptable school attire. A general guideline for shorts or skirts for most students would be fingertip length with arms fully extended at the student's side. As a safety measure, hoods may not be worn by students inside the school building during or after school hours.

Students who do not meet dress code requirements must change clothing and leave the inappropriate item(s) in the office for the remainder of the day. If a student does not have appropriate clothing, clothing provided by the office will be provided. Failure to change clothing will be considered insubordination. When a child is dressed inappropriately, the parent will be notified and the student may be sent home.

#### ***Consequences for Dress Code Violations***

Students will be provided with the following options if their attire for school is inappropriate:

- Students may change into other clothing they have available.
- Students will be permitted to wear clothing provided by the office.
- Family members may bring a change of clothing for the student.

Penalties for inappropriate dress will range from a verbal warning to suspension from school for repeated offenses. Please be advised that a student's refusal to comply may result in additional discipline. Parent cooperation is always appreciated in ensuring students' dress & grooming complies with the Student Dress Code.

§5.5

**Before and After School**

Students should not be dropped off for school more than ten (10) minutes before the first bell. Students should not loiter on school grounds after the school day is done. After dismissal, they should immediately proceed to an adult for pick-up, to their assigned school bus, latch-key, or begin their walk home.

Adults who are dropping off or picking up students should adhere to building parking lot protocols at all times. Following these guidelines ensures student safety.

§5.6

**Meal Accounts**

For the 2023-2024 school year, the students will not be charged for breakfast or lunch. In accordance with [Board of Education Policy 5008](#) and 5008-AR, as a convenience, the district is pleased to offer parents the ability to make deposits into a meal account for their child through the MiSTAR parent portal to purchase snacks or an additional milk..

There are three lunch periods scheduled in each elementary school. All students will remain in the cafeteria during their scheduled lunch time. Students are responsible for putting trash in all appropriate containers.

§5.7

**Student Learning Policy**

Student learning and in-class assignments are part of the school experience. It is important for parents to be aware of homework expectations for their child. For daily absences, parents are encouraged to request homework when the absence is called in, before 8:45 a.m. Homework for up to one week will be provided if a student will be absent for an extended period of time.

A family vacation during the school year is an interruption of students' educational programs. The District encourages vacations to be planned during scheduled school vacations. Please provide advance notice to have work prepared ahead of the trip. Absent such notification, work will be provided upon return.

§5.8

**Student Learning Assignments**

**Daily Assignments:** Homework, when assigned, is usually designed to provide needed practice on the application of a skill or concept already taught at school. In addition, students may be assigned projects requiring work outside of school.

**Make-up Assignments:** In the case of illness, students are expected to make up any missed assignments within a reasonable amount of time, to be determined by the teacher.

**§5.9****Parent Involvement**

Parents and staff are a team creating an atmosphere that provides a positive setting which will lead to success for children. One great way for parents to be involved in their child's education is through the District's various parent volunteer programs. Volunteers assist the students and staff in ways such as reading to classrooms, reading with children, helping students with their number sense, making popcorn, and more. Parental involvement is appreciated and highly encouraged. F.O.G (Friends of Grandview) & B.E.S.T (Botsford Elementary Support Team) are parent organizations in each elementary school which give support to the school communities. They also provide an opportunity for new parents to meet others and work together.

Parents are encouraged to partner with the district through opportunities to participate on one the district's various advisory committees, The schools also survey & consult parents on a regular basis regarding communication, partnering in student learning, parent resources, and decision-making. For more information, please see [Board of Education Policy 3002](#) and its corresponding administrative regulation.

**§5.10****Parties**

Students may celebrate their birthday with their classmates. Parents are encouraged to contact their child's teacher to ensure there are no students with food allergies before sending treats into the classroom.

Students are prohibited from passing out party invitations during school, unless everyone in the class is invited. No student's personal information will be provided for party invitations.

**§5.11****Recess/Playground**

School staff considers outdoor recess to be beneficial to all students. In cases of inclement weather, students will have an indoor recess or break. Normally, if students are too ill to take part in outdoor play, they are too ill to attend school. Written requests to stay inside for recess will be considered with medical documentation. If a medical condition exists which permits attendance at school, but makes participating in recess and/or physical education inadvisable, a note from a physician must be sent to the front office. It is important that children be appropriately dressed for the existing weather conditions. Inclement weather includes temperatures that feel like 10 or below with wind chill considerations.

Playground ball's may be thrown or tossed, but any other object, such as rocks or sticks, found on the playground may not be used to play, or thrown. Sports or games involving body contact, such as tackling, are not permitted. Students must follow playground rules as outlined & directed by playground supervisors.

Playground Recess/Playground Expectations:

1. Students must participate in a recess activity unless a parent sends a doctor's note with a specific reason for the student to remain inside.
2. Use appropriate language.
3. Stay within the playground area.
4. Pretend fighting is not allowed.
5. Seek permission from the adult on duty before entering the building
6. Report injuries to the supervising adult.

**§5.12 Release of Students**

Prior to a student leaving the building during the school day, an adult must stop by the school office to sign the student out. Only those individuals listed as the primary or emergency contact are permitted to sign out a student unless communicated to the main office with proper identification. Upon arriving or returning to school, students need to be checked-in at the office.

**§5.13 Reproductive Health**

In accordance with Michigan law, the District provides parents with an opportunity to review reproductive health curricula prior to students receiving instruction on the topic and to withhold their child from such instruction if they so desire. Each school year, a meeting is held at one of the elementary schools which is designed to afford parents an opportunity to see the curricula, including videotapes, for the reproductive health lessons taught in fourth and fifth grades. Faculty members lead the sessions and will be available to answer questions pertaining to the reproductive health program.

**§5.14 Emergency Procedures**

Fire, severe weather, and lockdown (active shooter) drills are scheduled, posted & conducted periodically throughout the school year. Plans for fire & severe weather drills are located inside each classroom.

During a tornado watch or when conditions are favorable for a tornado, the District will monitor weather reports and continue with the normal class schedule. Should a tornado be sighted and a warning issued, students will take cover in the manner planned and practiced at the individual school buildings during drills. All school personnel will be on duty and will supervise this procedure.

Parents choosing to pick up their child during severe weather must report to the front office. **DO NOT GO DIRECTLY TO THE CLASSROOM.** If a student is to leave with someone other than a parent, the names and contact information of those individuals must be on file with the student's school building or communicated to the main office. This information will be checked before a

child is released to anyone but a parent. Should it become necessary to dismiss school early or delay dismissal, parents will be notified via district communication, district/building website or social media and information will be posted to local radio and television stations. Please do not call the school buildings as it is extremely important phone lines remain open for potential emergency calls.

§5.15

## Transportation

The safe transportation of your children is a major concern of the Clarenceville School District Board, the administration, and the bus drivers on each of our routes. Quality education for your children is the primary goal of our District and ensuring students arrive at school and home safely is a high priority.

Students should not be dropped off for school more than ten (10) minutes before the first bell. Adults who are dropping off or picking up students should adhere to building parking lot protocols at all times. Following these guidelines ensures student safety.

To ensure safe and comfortable transportation, students must act responsibly when riding the bus. All school rules apply to conduct on school buses. The bus driver, transportation supervisor, and/or school administrator will address bus policy violations. Students may only ride the bus to which they are assigned unless specific permission to ride another bus has been granted by the building administrator.

Transportation is provided for taking students who are not within safe walking distance to & from school. Because one driver must supervise a number of students & drive at the same time, it is necessary to enforce firm rules of bus behavior. Clarenceville School District buses are equipped with monitoring cameras. The school district believes that bus transportation is a privilege & not a right.

### Bus Safety:

1. Follow the bus driver's directions, without argument or discussion.
2. Stay seated & remain in assigned seats if provided
3. No yelling or inappropriate language
4. Keep hands & feet to yourself
5. Eating, drinking, and gum chewing is prohibited.
6. Orderly behavior is required at the bus stop..
7. Keep hands & objects inside the vehicle at all times.

### ***Consequences for Transportation Violations:***

**Step 1: Warning** - Conference with Student(s) & Referral if necessary. Move Student Seat or Assign Student Seat



**Step 2: Second Warning** - Written Warning “School Misconduct Notice” with confirmation call to the parent/guardian that the incident occurred and to alert the parent/guardian that the notice will be coming home and/or set up a parent/guardian conference.

**Step 3: Third Warning** - Document removal for 1 school day from District Transportation. Please note that the duration for a removal of a student on bus transportation may progress should the issue continue to occur. This could result in the removal of a student from bus transportation for a longer duration or indefinitely.

Severe Clause: Immediate referral to principal (Example: Damage to bus, etc.)

As a parent/guardian, you are also urged to review the rules with your children. By working together we can assure that each child’s trip to & from school will be safe & orderly for one and all.

**Bus Routes** At the beginning of each school year, students who are transported to and from school are assigned to a specific bus route. In order to ensure the safety of District students who are transported to and from school, parents must notify their child’s school should there be any deviation to the usual pick up and drop off location 15 minutes before the end of the school day. Bus passes to ride with other students will be determined & approved by building administration. Any change in this daily routine must be indicated by the parent/guardian in a written note to the school on the day of the change. If a child is going home with another child, BOTH children involved MUST have a written note. Students are expected to behave in alignment with the *Student Code of Conduct*, even when en route to and from school. If students act in a manner unacceptable to the bus driver, bus privileges may be revoked.

**Walkers** On residential streets, students are expected to use sidewalks provided or walk safely off the roadway, facing traffic.

**Bicycles, Skateboards, Roller Blades, Scooters, etc** Students may use bicycles, skateboards, roller blades or scooters to get to and from school with parent permission. The District is not responsible for damages or loss of any such items. Once on school property, students must walk these items instead of riding or wearing them. Bicycles and scooters must be parked in the racks provided and must be secured with a lock. Students must obey all traffic rules and be considerate of walkers.

§5.16

**Going Home with Another Student**

If a student goes to a friend’s house after school, a note from the parents/guardians of EACH student involved should be sent to school. The written note is the school’s way of ensuring that there is no confusion. The teacher will send the notes to the main office in the morning. These social arrangements are a family/guardian responsibility.

**§5.17****Cell Phones**

Elementary Students may not use a personal electronic device during the school day. Any personal electronic device must be kept in a bag. Further restrictions may be implemented as necessary.

The school is not responsible for lost, stolen, or damaged cell phones. At NO TIME is it permissible to take photographs or videos of students or staff members. This violates code of conduct and handbook policies & may result in determined consequences.

Students found in violation of the guidelines stated above will have their cell phone confiscated for the remainder of the day. The student may pick up the phone before going home. The student could face disciplinary action for repeat offenses.

**§5.18****Field Trips**

Field trips within our city and to nearby points of interest may be scheduled throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community, as well as, offering real-world experiences for our students. Field trips are for members of a designated class or classes. Siblings, friends, or relatives, other than a chaperone, may not attend. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms that contain necessary information to have one record before departing for the field trip. Parents are encouraged to attend field trip outings with their children. It is necessary for all parents/guardians who will be driving and/or chaperoning field trips to provide information for a criminal background check. The form is available at the school office or on the district website by [clicking here](#). All completed forms will be sent to the Board of Education Office where the information will be entered into the ICHAT database. This database is available for the Clarenceville School District to access as appropriate. Our school will receive a list of authorized persons eligible to drive/chaperone field trips. Persons may elect not to be screened. Please note if you are not screened, you will not be able to drive any children other than your own on school field trips, nor will you be eligible to chaperone. Please note that we would like all students to attend field trips. If you are having challenges with covering the cost for your child, please contact the main office. Additionally, students have to show behavior within the school building that is appropriate in order to be able to attend an out-of-school field trip.

**§5.19****Breakfast/Lunch Time Procedures**

Students receive all breakfast and lunch meals for free. During the breakfast/lunch periods, students are expected to follow the established rules and regulations. Students are expected to follow the directions of adults in charge or volunteering. Students must have adult permission to leave the playground, classroom or lunchroom. Parents will be contacted if their child is unable to carry-out these expectations.

**Lunch Time Expectations**

1. Always walk when entering or leaving the lunchroom or while in the lunchroom.
2. Students are responsible for clearing up their table and the surrounding area following their lunch.
3. Understanding that food allergies are a health concern, students should not trade or share lunches.
4. All food & beverages must be consumed in the lunchroom, unless provided an alternate guidance from adults.
5. Students are expected to use appropriate manners in the lunchroom.
6. Students are to use appropriate indoor voices when inside the cafeteria
7. Students are prohibited from throwing food in the lunchroom.

**§5.20****Visitors**

Visitors, particularly parents/guardians/families, are welcome at our elementary schools. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the school without a pass shall be redirected back to the office and/or the principal. If a person wishes to confer with a member of the staff, they should call for an appointment before, in order to schedule a mutually convenient time. Conferences are not appropriate during instructional time. Students may not bring visitors to the school without prior written permission from the principal.

**§5.21****Behavior Guidelines**

Appropriate behavior is essential to maintain a learning environment at our elementary schools that does not interfere with their own learning or the learning of others. Grandview & Botsford Elementary place an importance on appropriate student behavior. When student behavior interferes with the safety and learning of themselves and others, the parents will be contacted by the teacher, student support coach, and/or building administration to discuss the incident and / or the consequences. When this need occurs, building administrator or other designated staff will consider the following factors, in addition to any others as required by law:

- The student's age.
- The severity of the offense.

- The specific circumstances and context of the offense.
- Impact on the learning environment.
- The disciplinary history of the student.
- Whether the student has a disability.
- Whether a lesser intervention would properly address the violation or behavior committed by the student.

State of Michigan lawmakers passed the Restorative Practices Law (House Bill 5619) in the summer of 2016. This law stipulates that before choosing suspension for students, school administrators must first assess and address discipline situations using other strategies. In many cases, Restorative Practices is recommended as a viable solution to behavior problems.

Restorative Practices looks at the bigger picture of behavior and education, and advocates for a positive remedy in schools and beyond. It's not a system, but rather a cultural shift in the school climate that promotes community and communication.

Restorative Practices empowers students to take responsibility for their actions. Rather than being sent out of school for infraction, they must restore and repair their community by making amends for their wrongdoing. It provides the type of social learning unavailable in many traditional academic settings: how to cooperate, address interpersonal issues and handle negative emotions.

[Click here](#) for more information about Michigan Restorative Practices Law (House Bill 5619)

Each teacher may have additional classroom rules or expectations that students are expected to follow. These typically require students to make choices that:

- Allow all students a fair opportunity to learn.
- Allow instructors to teach the class free of disruption.
- Respect everyone & everything in the classroom.
- Ensure the classroom environment is safe for all.

Additionally, each class creates a classroom charter. Class charters are one of the four main tools of the RULER curriculum. A classroom charter is a promise that teachers and students create together for how they want to feel in the classroom, what actions will promote those feelings, and agreed upon actions for how to prevent and manage conflict.

### ***Misconduct under the Elementary Student Code of Conduct***

To maintain a safe and orderly environment for all Grandview and Botsford students, the following Code of Conduct will be enforced and will be cumulative and will transfer with students if they should move between elementary schools. Investigations of infractions will include, but not be limited to interviewing students, staff, and any other witnesses to the incident. There may be circumstances requiring the involvement of law enforcement. The building administrator, after investigation, will determine the appropriate step. A step may be repeated if deemed appropriate by the administrator. Please note that family involvement is an important part of this process, and all out-of-school suspensions will require a parent/guardian conference. Grandview & Botsford

Elementary building administration reserves the right to address and apply consequences for inappropriate student behavior that is not explicitly stated in this handbook.

***Specific Prohibited Behaviors/Conduct may include, but limited to:***

- Conference with students, referral if necessary using RULER and restorative practices protocols
- Parent conference
- Peer-mediation
- Miss recess
- Not able to attend a school or district event
- Short-term suspension
- Long-term suspension

Students who are suspended out of school will not be allowed to attend school-sponsored after-school extra-curricular activities during the period of suspension. Prior to the student returning to school from a suspension, the student must participate in a restorative conversation meeting with the student's family member and administrator.

<b>Offense</b>
<p><b>Physical Assault</b> Intentionally causing or attempting to cause physical harm to another through force or violence</p> <p>*Aggressive behavior that does not come within the statutory definition of physical assault will still be subject to discipline up to and including expulsion from school.</p>
<p><b>Bullying (Repeated Behavior)</b> Any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:</p> <ol style="list-style-type: none"><li>I. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.</li><li>II. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.</li><li>III. Having an actual and substantial detrimental effect on a pupil's physical or mental health.</li><li>IV. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.</li></ol>

**Creating a Disturbance/Inciting**

- Behavior that has a negative impact on the educational environment or interferes with the rights of other individuals within the school.
- This includes interference with any school function, including, but not limited to, disrupting classes, inciting, or encouraging a fight, repeated and willful breaking of established rules, or any other infringements upon the rights of others, whether it be fellow students, teachers, school employees, or administrators.

**Disrespect**

Use of inappropriate behavior, language or body language or body gesture toward staff or other students

**False Alarm Initiation**

The intentional act of initiating or participating in the setting of a false fire alarm or making a false fire, bomb, or catastrophic report, using an automated external defibrillator for an inappropriate reason, using a fire extinguisher for an inappropriate reason, or otherwise threatening the safety of staff, students, or others in a school building, on school grounds, or in a school vehicle.

**Fighting or Instigating a Fight**

An exchange of physical blows with another person. Instigating a fight may include spreading rumors, encouraging others to fight, or carrying information between two individuals that incites them to engage in fighting. Students who are aware of a possible fight should report what they know to an administrator immediately

Please note: Law enforcement may be contacted.

**Threat or Gross Misconduct**

Willful and neglectful acts of misbehavior of a more serious nature that could jeopardize the safety and well-being of themselves and/or others.

If the act is determined to be a threat of any nature, a district threat assessment must be conducted to determine the severity of the act.

**Harassment/Intimidation**

Abusive and threatening language or actions meant to hurt or damage another person's reputation or self-esteem. The following includes but is not limited to, language or action targeting another's race, ethnicity, gender, socioeconomic status, religion, sexual orientation, academic/physical challenges. Interference with the normal school operation by the threat of force or violence.

**Insubordination**

Refusal to comply with reasonable directives given by staff.

**School Rule Violation**

Behavior that jeopardizes a safe, respectful, and responsible learning environment. This includes but is not limited to the following: disrespect, academic dishonesty, inappropriate or unauthorized use/misuse of materials, profanity, skipping, forgery, gambling, tampering, violation of safety rules.

**Sexual Harassment/Misconduct**

Including but not limited to touching, dirty jokes, obscene gestures, sexual remarks or innuendoes, comments about body parts, conversations of a sexual nature, staring in a way that is too personal, pornographic writing, pictures, or drawings, forcing sexual attention on someone who does not want it, touching private parts of other persons, indecent exposure. Any behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances.

**Tobacco / E-Cigarette / Vaporizers**

Use or possession of any smoking product or device, including cigarettes, chewing tobacco, and electronic cigarettes/vaporizers, whether used for tobacco, smoking liquids, controlled substances, or similar substances, is prohibited on school property and school buses and at any school-related event.

Administration reserves the right to refer any substance to police agencies for testing. Students who violate this policy are subject to discipline including out-of-school suspension and confiscation of the device (which will be returned to the student's parents). Additional offenses will result in disciplinary action.

**Theft**

Deliberately taking or being in possession of another's property or intending or attempting to dishonestly acquire the property of others.

- Up to \$100
- Over \$100

**Trespassing/Unauthorized Area**

Being in an unauthorized area without permission. This includes students who are suspended or expelled and are therefore not permitted to be on school grounds or at school-sponsored activities.

**Vandalism/Destruction of Property**

Intentional destruction or misuse of school property or the property of others. School property may include a building, playing field, or any property used for school purposes.

**Sexual Harassment/Misconduct**

Including but not limited to touching, dirty jokes, obscene gestures, sexual remarks or innuendoes, comments about body parts, conversations of a sexual nature, staring in a way that is too personal, pornographic writing, pictures, or drawings, forcing sexual attention on someone who does not want it, touching private parts of other persons, indecent exposure. Any behavior

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