

# Student Handbook

## 2023-2024



Clio Area High School  
One Mustang Drive  
Clio, Michigan  
(810) 591-4800  
Attendance Line (810) 591-1375

# School Directory

Principal's Office	Scott Williams, Principal	591-1359
	Brenda Corrion, Secretary	591-1359
Assistant Principals' Office	Rachel Traver, Assistant Principal	591-1381
	Eric Doyle, Assistant Principal	591-1377
Athletic Office	Eric Doyle, Athletic Director	591-1390
	Kimberly Idalski, Athletic Secretary	591-1390
General Office	Karen Love, Secretary	591-4800
	Jennie O'Kelly, Attendance Secretary	591-1375
Guidance Office	Jennifer Hall, Counselor	591-1385
	Kelly Minore, Counselor	591-1365
	Melanie Collar, Counseling Secretary	591-1385
	Dawn Fagerstrom, Dual Enrollment	591-1467
Media Center	Tracy Worthing, Media Center Specialist	591-1403
	Cathy Nichols, Secretarial Assistant	

## MISSION

*Supporting, inspiring and engaging students to build a solid foundation for future success.*

## VISION

***Inspire*** Imagination  
***Empower*** for the future  
***Achieve*** Personal Best

## Fight Song

On oh Clio! On oh Clio! Smash right through that line!  
Round the ball field, round the (opponent),  
Touchdown sure this time, Rah! Rah! Rah!  
On oh Clio! On oh Clio! Fight on for your fame!  
Fight, Mustangs fight! And we will win this game!

## Staff Directory

<b>Last</b>	<b>First</b>	<b>Email</b>	<b>Position</b>
Aiello	Jeremy	jaiello@clioschools.org	Foreign Language Teacher
Andrews	Mike	mandrews@clioschools.org	Physical Education Teacher
Charles	Shana	scharles@clioschools.org	Special Education Teacher
Collar	Melanie	mcollar@clioschools.org	Counciling Secretary
Corrien	Brenda	bcorrien@clioschools.org	Principal's Secretary
Dosh	Tiffany	tdosh@clioschools.org	English Teacher
Doyle	Eric	edoyle@clioschools.org	Athletic Director / Assistant Principal
Elliot	Tom	telliott@clioschools.org	Social Studies Teacher
Epperson	Ryan	repperson@clioschools.org	Social Studies Teacher
Fagerstrom	Dawn	dfagerstrom@clioschools.org	Dual Enrollment
Fitch	Melissa	mfitch@clioschools.org	Math and Elective Teacher
Flores	Pam	pflores@clioschools.org	Special Education Teacher
Gaskell	Whitney	wgaskell@clioschools.org	English Teacher
Gassel	Alyssa	agassel@clioschools.org	Special Education Teacher
Gorde	Emily	egorde@clioschools.org	Foreign Language Teacher
Hall	Jennifer	jhall@clioschools.org	Councilor
Healey	Craig	chealey@clioschools.org	Math and Science Teacher
Hense	Tim	thense@clioschools.org	Physical Education and Health Teacher
Idalski	Kim	kidalski@clioschools.org	Athletic Secretary
Kennemar	Tina	tkennemar@clioschools.org	Art Teacher
Korb	Ken	kkorb@clioschools.org	Science Teacher
Light	Lisa	llight@clioschools.org	Science Teacher
Love	Karen	kllove@clioschools.org	Pupil Accounting Secretary
Lyszcsyk	Sarah	slyzcsyk@clioschools.org	Social Studies Teacher
McMullen	Matt	mmcmullen@clioschools.org	Industrial Arts Teacher
Minore	Kelly	kminore@clioschools.org	Councilor
Mufarreh	Will	wmufarreh@clioschools.org	Music Teacher
Newell	Mark	mnewell@clioschools.org	English Teacher
Nichols	Cathy	cnichols@clioschools.org	Secretarial Assistant
O'Kelly	Jennie	jokelly@clioschools.org	Attendance Secretary
Ragsdale	Bayli	bragsdale@clioschools.org	English and Social Stuides Teacher
Sanocki	Marcie	msanocki@clioschools.org	Special Education Teacher

<b>Last</b>	<b>First</b>	<b>Email</b>	<b>Position</b>
Schultz	Earle	eschultz@clioschools.org	Math and Science Teacher
Sweers	Ryan	rsweers@clioschools.org	English Teacher
Taylor	Nate	ntaylor@clioschools.org	Social Studies and Elective Teacher
Tekiele	Jaimie	jtekiele@clioschools.org	Foreign Language and Math Teacher
Thompson	Tyler	tthomson@clioschools.org	Career and Technical Education Teacher
Traver	Rachel	rtraver@clioschools.org	Assistant Principal
Wakefield	Sasha	swakefield@clioschools.org	Math Teacher
Weaver	Ron	rweaver@clioschools.org	Business and Elective Teacher
Williams	Scott	scwilliams@clioschools.org	Principal
Worthing	Tracy	tworthing@clioschools.org	Media Center Specialist

# Bell Schedules

School starts each day at 7:35 a.m. Students are released at 2:30 p.m. Students involved in extracurricular activities usually have after-school time commitments. Parents or Guardians should check with the coach or club sponsor to verify pick-up times. No student is allowed to leave the building without a pass from the office and parent or guardian contact. The half-day schedule is 7:35 a.m. until 10:30 a.m.

<b>Normal Day Mon, Wed, Fri</b>		<b>Seminar Day Tue &amp; Thurs</b>	
1st Hour	7:35 AM - 8:39 AM	1st Hour	7:35 A.M. - 8:31 A.M.
2nd Hour	8:44 A.M. - 9:43 A.M.	2nd Hour	8:36 A.M. - 9:26 A.M.
3rd Hour	9:48 A.M. - 10:47 A.M.	3rd Hour	9:31 A.M. - 10:22 A.M.
A Lunch	10:50 A.M. - 11:20 A.M.	Seminar	10:27 A.M. - 11:12 A.M.
4th Hour A	11:22 A.M. - 12:22 P.M.	A Lunch	11:12 A.M. - 11:42 A.M.
4th Hour B	10:52 P.M. - 11:52 P.M.	4th Hour A	11:47 A.M. - 12:38 P.M.
B Lunch	11:52 PM - 12:22 PM	4th Hour B	11:17 A.M. - 12:08 P.M.
5th Hour	12:27 P.M. - 1:26 P.M.	B Lunch	12:08 P.M. - 12:38 P.M.
6th Hour	1:31 P.M. - 2:30 P.M.	5th Hour	12:43 P.M. - 1:34 P.M.
		6th Hour	1:39 P.M. - 2:30 P.M.
<b>Delay Start</b>		<b>Half Day</b>	
1st Hour	9:35 A.M. – 10:19 A.M.	1st Hour	7:35 A.M. – 8:04 A.M.
2nd Hour	10:24 A.M. – 11:03 A.M.	2nd Hour	8:09 A.M. – 8:33 A.M.
3rd Hour	11:08 A.M. – 11:47 A.M.	3rd Hour	8:38 A.M. – 9:02 A.M.
A Lunch	11:47 A.M. – 12:17 P.M.	4th Hour	9:07 A.M. – 9:31 A.M.
4th Hour A	12:22 P.M. – 1:01 P.M.	5th Hour	9:36 A.M. – 10:00 A.M.
4th Hour B	11:52 A.M. – 12:31 P.M.	6th Hour	10:05 A.M. – 10:30 A.M.
B Lunch	12:31 P.M. – 1:01 P.M.		
5th Hour	1:06 P.M – 1:46 P.M.		
6th Hour	1:51 P.M. – 2:30 P.M.		

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## **I. Opening Information**

### **A. Welcome**

On behalf of the Clio High School staff I would like to welcome you to Clio High School. As a Clio alumnus and long time coach and teacher I look forward to coming back to be a Mustang again. I value the opportunity in working with all stakeholders to provide the best educational experience for every student. Please do not hesitate in contacting me if you have any questions or concerns. Together, we will build a culture that allows all students to achieve their personal best. - Scott Williams, Clio High School Principal

### **B. Weather and Emergency Procedures**

In accordance with State of Michigan Laws, our staff members have been trained in the procedures for various emergency situations. It is important that students listen carefully and follow all staff directions. Teachers will explain the procedures for a potential tornado, fire, lockdown, and secure mode to the students at the start of each semester. All of the procedures will be communicated to the students and staff with follow up information given to staff through the use of the Public Address (PA) System, walkie-talkies, email, and texting as needed. Drills for all potential events will be conducted unannounced throughout the school year. We are prepared to handle all potential threats by using four different procedures as defined here:

- **Evacuation:** When conditions are safer outside than inside a building. All students and staff leave the building immediately. This procedure covers a fire.
- **Lockdown:** When a person or situation presents an immediate threat to students and staff in the building. All exterior doors and classrooms will be locked. Relocation and response plan actions will be led by staff that has been through the ALICE training program.
- **Secure Mode:** Will be used for added security in situations such as medical emergencies. Teaching can still take place but movement is restricted and doors are closed and locked.
- **Tornado:** For severe weather sheltering, students and staff are moved to and held in the buildings' safe areas in interior rooms away from windows.

In the event of a school closing, parents signed up through the district's alert system will be notified by text or email. Parents will also receive a phone call through our automated calling system. Further information may also be available on the district's website and through local radio and television stations. This same procedure will be used for closing before school or for an early dismissal.

It is permissible for you to come to the school to get your child during a time of severe weather conditions. You may only pick up other children if you have a statement from the parents indicating that you have permission to take them from school.

## C. Calendar

Clio High School Calendar - 2023-2024		
Tuesday	September 5, 2023	First day of School - Full Day
Tuesday	October 3, 2023	2 Hour Delayed Entry Day
Tuesday	October 24, 2023	Regular Day HS PTC 3:30-5:30; CIS/CMS PTC 5:00-7:00
Wednesday	October 25, 2023	Regular Day K-3 PTC 5:00-7:00
Thursday	October 26, 2023	Half Day K-12, HS PTC 12:00-3:00, 5:00-7:00; K-8 PTC 1:00-4:00 & 5:00-7:00
Friday	October 27, 2023	No School
Tuesday	November 7, 2023	No School for Students, Teacher PD
November 22, 2023 - November 24, 2023		No School - Thanksgiving Break
Monday	November 27, 2023	School Resumes - Full School Day
Tuesday	December 12, 2023	2 Hour Delayed Entry Day
December 21, 2023 - January 1, 2024		No School - Winter Break
Tuesday	January 2, 2024	School Resumes - Full School Day
Monday	January 15, 2024	No School - MLK Day - Teacher PD
Thursday	January 18, 2024	Half Day for Students - HS Exams
Friday	January 19, 2024	Half Day for Students - HS Exams (End of Semester 1)
Tuesday	January 30, 2024	2 Hour Delayed Entry Day
Monday	February 19, 2024	No School - Presidents' Day
Tuesday	March 5, 2024	2 Hour Delayed Entry Day
Tuesday	March 12, 2024	Regular Day HS PTC 3:30-5:30; CIS/CMS PTC 5:00-7:00
Wednesday	March 13, 2024	Regular Day K-3 PTC 5:00-7:00
Thursday	March 14, 2024	Half Day K-12, HS PTC 12:00-3:00, 5:00-7:00; K-8 PTC 1:00-4:00 & 5:00-7:00
Friday	March 15, 2024	No School for students and staff
March 25, 2024 - March 29, 2024		No School - Spring Break
Monday	April 1, 2023	School Resumes - Full School Day
Friday	April 12, 2024	No School - Good Friday
Tuesday	April 16, 2024	2 Hour Delayed Entry Day
Tuesday	May 7, 2024	2 Hour Delayed Entry Day
Monday	May 27, 2024	No School - Memorial Day
Wednesday	June 12, 2024	Half Day for Students - HS Exams
Thursday	June 13, 2024	Half Day for Students - HS Exams - Last Day

## **II. Policies**

### **A. Acceptable Use Policy (Computer and Network)**

1. All students are expected to use computers and the Internet at school for teacher-assigned school work.
2. In order for students to use computers and the Internet at school, they and their parents will need to fill out, sign, and return the "Student Network and Internet Acceptable Use and Safety Agreement" (AUP) along with their emergency cards. See Appendix Document A-1 for a copy of this form.
3. Please note that the Internet at the school is strictly filtered for violence, pornography, gambling, etc.
4. All use of a PC and/or network must be in support of education and research relating to the high school curriculum.
5. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware or software shall not be destroyed, modified, or abused in any way.
7. Use of the PC, network or peripherals (printers, scanners, etc.) to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
8. The school reserves the right to deny students access to the network to prevent further unauthorized activity.

### **B. Alcohol, Tobacco, and Other Drugs Policy**

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he or she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

The Drug-Free Schools Act requires that information about counseling, rehabilitation and re-entry programs related to alcohol, tobacco and other drug use (ATOD) be made available to students and/or parents. A list of resource agencies is provided below.

The specific policies of Clio Area Schools regarding Alcohol, Tobacco, and other Drugs follow. Note that there will be the possibility of referral to law enforcement for any alcohol, tobacco, and drug violation.

#### **1. Alcohol Use**

The consumption and/or possession of any alcoholic beverage by students is wrong and harmful; therefore, the consumption and/or possession of any alcoholic beverage or alcoholic look-alike beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity.

Any student who consumes or possesses any alcoholic or alcoholic look-alike beverage upon school grounds or in an attendance center, at any school-sponsored activity off school grounds or going to or from any school sponsored activity, or appears to be under the influence of alcohol, shall be refused entrance and admission and may be subject to discipline, up to and including suspension or expulsion, and referral to the appropriate law enforcement authorities

#### **2. Tobacco and Vape Use**

Tobacco use and/or the possession of any tobacco product (including but not limited to vaping devices and e-cigarettes) by any K-12 student is wrong and harmful, and its use and/or possession is prohibited in all attendance centers, at all school-sponsored events, and on all school grounds. Violation of these illegal acts will result in disciplinary action up to and including suspension, referral to law enforcement authorities for a ticket, and potential expulsion from school. Devices and/or products that are confiscated will not be returned.

#### **3. Drug Use**

The illegal consumption and/or possession or sale of any controlled substance or drug paraphernalia by students is wrong and harmful and is prohibited in any attendance center, on school or district grounds, or at any school-sponsored activity. Any student who has in his/her possession any controlled substance or appears to be under the influence of any drugs before entering upon school or district grounds or going to or from any school-sponsored activity, shall be refused entrance and admission and may be subject to discipline, up to and including suspension and/or expulsion, as well as referral to the appropriate law enforcement.

For a listing of local (Genesee County) support agencies the following has been provided:

**Alcohol and Drug Abuse**

Al-Anon and Alateen 234-1460  
Alcoholics Anonymous 234-0815  
Intake, Assessment & Referral Center 235-9555

**Abuse and Neglect**

Community Mental Health Crisis Line 257-3740  
National Parent Helpline 1-855-427-2736 (1-855-4AParent)  
Protective Services 1-855-444-3911  
4C Resource Agency for Children 232-0145

**Health Services**

Mott Children's Health Center 767-5750

**Legal Services**

Legal Services of Eastern MI 234-2621

**Poison Information**

Poison Control Center 1-800-222-1222

**C. Bullying**

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

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

A copy of the Board of Education Policy and Guidelines on which this notice is based may be obtained in the Office of the Superintendent of Schools.

## **D. Hazing/Harassment**

The act of "hazing" is a crime in the state of Michigan and will not be tolerated by the District. Students engaging in any hazing or hazing-type behavior will be subject to disciplinary action up to and including expulsion. Harassment/hazing of a student(s) by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State Law.

Any questions concerning harassment, policies and procedures should be directed to our District Compliance Officers; Jennifer Reinfelder or Brian Trebilcock.

*Mrs. Jennifer Reinfelder*  
Director of Special Education  
Clio Area Schools  
1 Mustang Drive  
Clio, MI 48420  
(810) 591-7487

*Mr. Brian Trebilcock*  
Principal, Clio Intermediate School  
Clio Area Schools  
11218 N Linden Rd  
Clio, MI 48420  
(810) 591-7652

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment.

All such reports are to be investigated by the District Compliance Officer(s) promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the district.

**Reporting Hazing/Harassment** - Any student who believes that he/she is a victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:

- 1.** If the alleged harasser is a student, staff member, or other person associated with the district, other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal.
- 2.** If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the District Compliance Officer(s).
- 3.** The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident. Each report received by the principal or the District Compliance Officer(s) as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or is in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:
  - a.** Protect the confidentiality of the student who files a complaint.
  - b.** Encourage the reporting of any incidents of sexual or other forms of harassment.
  - c.** Protect the reputation of any party wrongfully charged with harassment.
  - d.** Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation or discrimination for filing a complaint or assisting in an investigation.
  - e.** If the investigation reveals that the complaint is valid, then prompt appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the

abuser must be reported immediately in accordance with AG 8462.

4. The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member or others associated with the district. (A copy of the Board of Education Policy and Guidelines on which this notice is based may be obtained in the Office of the Superintendent of Schools.)

### **E. Dress Code**

At Clio Area Schools, one of our goals for students is to help them develop skills they will need in adulthood. Learning to dress appropriately for different occasions, settings, and roles is an important lesson in transitioning into the adult world. Even in school, different situations call for very different dress: the outfit a student would appropriately wear for track practice is dramatically different from the outfit that same student would wear to present his/her Senior Exit Presentation in front of a panel of judges.

The purpose of our dress code is to help students develop a sense of style that is appropriate both to their individual preferences and to the professional world they will soon join. On a day-to-day basis, we expect CHS students to dress in a manner that reflects the seriousness of the educational process while also accommodating students' need for comfort and mobility. School outfits should completely – and consistently – cover what should be covered. If a student's outfit fails to meet school dress code standards, whether by being too revealing of a student's body or undergarments; by the message depicted in words or images; or by the purpose of the clothing being unsuitable for the school setting, the student will be addressed and required to change.

Our expectation is students attending school will wear clothes that:

1. Provide adequate coverage of bodies, including no plunging necklines, no bare midriff and complete coverage of undergarments
2. Do not distract from or interfere with the learning process
3. Can be adjusted to varying temperatures (Note: Blankets are not allowed.)
4. Do not pose any safety risk to the student wearing it or to others
5. Allow for the student to see and be seen and identified
  - a. No masks (other than if worn for COVID restrictions)
  - b. No head coverings in the school building (other than if worn for religious or medical reasoning pre-approved by building administration)
6. Does not advocate, display, or advertise any of the following: violence; discrimination; drugs; alcohol; tobacco; intolerance of any kind; including sexual innuendo or explicit words or images (including acronyms); or that contains a message that creates a disruption to the school day.
7. Do not display the Confederate flag on clothing, accessories, or otherwise due to the potential disruption.

The judgment of the building administration will be final in determining inappropriate dress.

### **F. Dance Policy**

Admittance to dances is limited to Clio High School students and their guests. Under no circumstances may a middle school student attend a high school dance.

1. Attending a dance is a privilege that will be revoked by building administration due to a major discipline involving suspension of three days or more. Appeals to this policy must be submitted in writing to the building principal at least a week prior to the next scheduled dance.
2. Procedure and expectations for guests:
  - a. Students may invite guests of high school age.
  - b. The guest forms may be picked up and returned to the attendance office. Students must fill out a guest form, and it must be submitted to the office prior to the dance and by the indicated due date on the form.

- c. Guests must be accompanied by their Clio host student, and they may be asked to show a picture ID at the admission table.
  - d. Conduct of the guest is the direct responsibility of the host student. Guests are expected to follow school rules included in the student handbook.
- 3. Students leaving the dance and building will not be readmitted to the dance. Students will not be admitted an hour after the dance begins. Exceptions to this must have permission from a building administrator in advance.
- 4. Clio High School is proud of all our students who accept responsibility for maintaining appropriate and respectful decorum at school dances. Together, students, parents and high school staff resolve to support behavior (including dance "style") that promotes CHS dances as events that are welcoming and comfortable for all students. This environment will be achieved by adherence to the following provisions:
  - a. Dance style will not include "grinding," "freak dancing" or other overtly sexually suggestive actions (ex: straddling legs or bending over).
  - a. All dancing must be face to face.
  - b. No inappropriate touching of any kind.
  - c. For the safety of everyone, dancers will maintain sufficient space on the dance floor for chaperones to circulate.
- 5. Every attempt will be made by the dance sponsors, the school administration, and chaperones to structure the dance in a way that encourages compliance with the provisions. If a student does not comply with the provisions, a verbal warning will be issued. If noncompliance continues after the warning, the student will be asked to leave, a parent/guardian will be contacted, and he/she may be subject to additional discipline.
  - a. Dress Code Regulations for Dances:
    - i. No excessive exposure
    - ii. Shirts must be kept on at all times
    - iii. The judgment of the building administration will be final in determining inappropriate dress.
- 6. Students and guests should keep in mind at all times that attending dances is a privilege and may be revoked by building administrators based upon student behavior.
- 7. Students that are either removed from or are prevented from attending a dance based on being in possession of or being determined to be under the influence of drugs, tobacco, or alcohol will not be allowed to attend any dance for the rest of the school year. If the incident occurs at the last dance of the school year, the students will not be allowed at the first dance of the following school year.
- 8. Attending any dance associated with Clio High Schools is a privilege that may be revoked due to a discipline event or other safety concern. The final determination of attendance to any dance is determined by building administration.

## **G. Food Allergies**

We understand that food allergies can be life-threatening. Clio Area Schools is committed to working with parents, guardians, and physicians to minimize risk and also provide a safe educational environment for food-allergic students. The cafeteria at Clio High School provides a completely peanut-free menu at all times. Please contact the high school office with any information related to food allergies.

## **H. Medication Policy**

This policy includes both over-the-counter and prescription medication. Students may NOT possess, use, or distribute medication without the appropriate documentation turned in to the office (See Appendix Document A-2 Form 5330 F1).

We understand that at times students may need to take medication during school hours. Please understand that these medications must be administered according to Clio Area School Board Policy 5330 and Form 5330 F1 must be completed and turned into the high school office. Please consult with your physician to determine whether the medication schedule can be adjusted to avoid administering medication during school hours. See Appendix for Form.

Please note that even non-prescribed (over-the-counter) medications can only be self-administered upon written authorization of the parent. Form 5330 F1 must be submitted to the school office.

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the administration for disciplinary action.

## **I. School Materials and Resources**

### **1. Textbooks, Chromebooks, Calculators**

- a.** Students must have their ID card and a copy of their schedule or be accompanied by a teacher in order to rent textbooks, chromebooks or calculators.
- b.** Students will be issued a copy of each textbook necessary for their classes.
- c.** Students will be held responsible for any materials rented to them.
- d.** Students are responsible for reporting the condition of the materials they receive to their teacher or the media center. If a student fails to tell their teacher or the office about the damaged textbook, chromebook or calculator, the student will be held responsible for any damage to the item.
- e.** A replacement textbook, chromebook or calculator will be issued through the library to a student who has lost his/her item up to the available inventory on hand.
- f.** Students will be charged for the cost of any lost textbook, chromebook or calculator. Until the charge is paid, the student may be barred from participating in Driver Education, school athletics, or from participating in graduation ceremonies.
- g.** Students are to turn in any materials they are not currently using.

### **2. I.D. Cards**

All students including seniors will have their picture taken on orientation day or "picture day" for an ID card each year. There is no charge for this photo to be taken. The photo will be placed on your ID card along with your barcode. This is the card that will be used in the library and at school events for identification. All students are expected to carry their ID card at all times, including at school events for identification. Replacement cards are \$5.00 and can be obtained in the principal's office.

### **3. Lockers**

Each student may request the use of a locker to the general office and is responsible for the locker assigned to them. As a courtesy to your locker partner, you are advised not to invite others to move into your locker. Keep your combination a SECRET! No other student knows your combination unless you give it to them. Lockers will be emptied by the school on the final day of classes for students. The school is not responsible for articles left in lockers.

## **J. Weapon Free School Zone**

Safety is of utmost importance for the District and the board recognizes that all buildings and grounds are best utilized in the educational process in the absence of threats to physical well-being and safety. For this reason, Clio High School is designated as a Weapon Free School Zone.

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded), that will expel a BB, pellet, or paintballs, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional

calls to falsely report a dangerous condition.

From time to time, weapon searches may be conducted using metal detectors. Such searches will be done according to pre-established procedures to protect the constitutional rights of individuals.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition, and it will be used in school disciplinary proceedings.

### **K. Security**

Video Surveillance and Electronic Monitoring - Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Board of Policy 7440.01 (A copy of the Board of Education Policy and Guidelines on which this notice is based may be obtained in the Office of the Superintendent of Schools.)

Only the designated entrances will be utilized for the start of the school day. After the tardy bell, the only entrance available is through the main office. When students exit during the school day they must leave through the main office. After school students may exit through any door.

## **III. Attendance**

### **A. Attendance Philosophy and Truancy Law**

Clio High Area School's purpose for existence is to educate young people. To do this properly, regular attendance is an absolute necessity. The school places a high priority on good attendance and looks to parents/guardians to share in this important responsibility. Therefore, we expect parents to determine when a student should be absent from school. Absences should be limited to necessities such as illness, funerals, or similar situations. Our goal is to maximize student performance and achievement.

In addition, daily attendance of all who are enrolled in the Michigan Public Schools is required in accordance with state law. Section 380.1561 of the revised Michigan School Code states "Every parent, guardian or other person in this state, having control and charge of a child between the ages of six to the child's sixteenth birthday, shall send that child to a public school during the entire school year." The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. Students are expected to adhere to the specific attendance rules of their buildings. Violation of attendance rules resulting in an excessive patterned absence will be referred to the Genesee County Prosecutor's Office.

*Truancy: MCL 712A.2(a)(4) The child willfully and repeatedly absents himself or herself from school or other learning program intended to meet the child's educational needs...*

In the State of Michigan, a student with 15 or more absences will be entered into the truancy process. Also in Michigan, it is the student that is held accountable after the age of 12.

### **B. Attendance Procedure**

- 1.** A parent or guardian should notify the attendance office that his/her child is absent on the day of the absence. This can be done in person or by telephone. For an absence to be excused by a parent/guardian, the office must be notified by 10:00 a.m. the next day.
  - a.** A personal visit or a telephone call to the attendance office should be made between 7:00 a.m. and 3:00 p.m. The attendance phone number is 810-591-1375. An answering machine is in service for calls after 3:00 p.m.
  - b.** Parents will be notified about unexcused absences via the electronic calling system each morning and evening. It is our goal that calls will not be made to parents if the student is excused by 2:00 p.m. on the day of the absence. If a parent would like to have these calls made to a number other than a "home" number, please contact the attendance office.

2. Absences will be excused for the following reasons:
  - a. Illness (doctor excused)
  - b. Required court attendance
  - c. Professional appointments  
Death in the immediate family
  - d. Special trips or family vacations should be planned during vacation periods and weekends so that learning can proceed without interruptions. If parents choose to take their child out of classes, they need to realize that they are placing the student at an academic disadvantage. All vacation absences will count toward the student's absence total.
3. Excessive excused absences may receive progressive disciplinary actions and/or failure of class.
  - a. Arrival after five (5) minutes of the final bell is considered an unexcused absence subject to disciplinary action. Students coming to class more than five (5) minutes late for first hour will be marked absent as Late or Late Excused.
  - b. Students picked up or dismissed early from class will be marked as "Released Early" resulting in an absence from that class if missing more than five (5) minutes.
  - c. Unexcused Absences from a class or classes accumulate throughout the entire semester/school year and will result in progressive disciplinary action.
4. Missed School Work
  - a. The student is responsible for requesting make-up work.
  - b. The student will be given one day for each absent day to complete make-up work.
  - c. Suspension from school - The student will be allowed to make up work and receive credit for successfully completed work missed during the suspension.

### **C. Tardy Policy**

While it is understood that occasionally an unforeseen situation might cause a student to be late, the purpose of a tardy policy is also to prevent the disruption of the class as a whole. Keeping disruptions to a minimum is part of a teacher's classroom management process and this policy is meant to support and value the crucial time it takes to get things started and keep things focused.

Arrival to a student's class within five (5) minutes of the final bell is considered tardy. Arrival after five (5) minutes of the final bell is considered a late tardy (LT) subject to disciplinary action.

For every two late tardies a student will accrue an absence counted towards the exam policy noted below in III.D.c.

### **D. Attendance Policy**

The following procedure will be used to notify parents of classroom attendance concerns. The policy is based upon a maximum of (10) absences per semester.

If a student is absent from one or more of his/her classes and a parent/guardian call has not been received by the office by the end of the day, an automated phone call will be placed to inform the parent/guardian of each absence.

1. After the sixth (6th) absence (excused or unexcused) in any one class per semester, the student/parent will receive a letter of notification. The letter will outline the results of continued absences.
2. After the tenth (10th) absence (excused or unexcused) in any one class per semester, the student/parent will receive a letter of notification. The letter will identify that the student has reached his/her maximum number of absences as well as outline the results of continued absences. A meeting may also be required to discuss future consequences of continued absences. This meeting could be comprised of the parents, student, counselors, teachers, administrators, and/or the Genesee County Attendance Liaison Officer.
3. Students having 10 or more absences must earn 78% or higher on the exam to earn credit in the course.

In addition to the letters, an automated robocall is made home daily that will indicate if a student has been

absent and not excused from one or more classes for that day.

Absences not counted toward total absences in this section include:

1. School-related absences
2. Documented absences due to death in the immediate family (dated obituary)
3. Court appointments with official documentation
4. Medical absences due to a medical condition excused by a doctor's original documentation with specific dates. If the student is absent for several consecutive days the school does offer homebound services if requested by contacting the office.

### **E. Attendance Policy Appeal Process**

The school recognizes that a student may have circumstances (doctor appointments, illness, personal vacations, etc.) that cause him/her to miss school. Students receiving approved homebound instruction provided by a certified instructor may be exempt from this policy.

1. If a student would like to file an appeal because of an extenuating circumstance, he/she would need to go through the appropriate channels.
2. The student must have already met with his/her counselor as well as an assistant principal.
3. The parent/student must have filled out the appeal form. This can be picked up at the principal's office.
4. The appeal must be filled out one week prior to the final exams. The appeal committee will be chaired by the principal and will review all information available from the student on absences at or above 10.

### **F. Check-In and Check-Out Procedures**

No person shall remain within the school or on school grounds during regularly scheduled school hours without securing the permission of the principal or an assistant principal. Such permission is obtained before the time of visitation.

1. Check-In (Arrival): Exterior doors will be locked. Students must enter through the main office doors. If a student arrives late to school, he/she must stop in the main office and sign in and get a pass to class. If a student arrives to school late, he/she cannot bring food or drink to the classroom because it is a disruption to the class. During the school day, entering through doors other than the main office door or opening doors to let people into the building is prohibited and will be subject to discipline.
2. Check-Out (Departure): In order for students to leave school grounds during the school day, parental or guardian permission must be given to the attendance office. A student must receive a pass to leave the building. Students may not sign themselves out (regardless of age) unless court documentation has been provided stating emancipation. Students leaving for GCI or dual enrollment must leave through the main office and may be asked for student ID. Students leaving through other doors during the school day will be subject to discipline. The number for the attendance office is 591-1375.

### **G. Senior Exam Exemption**

Graduating seniors who have met the expectations for academic, attendance and behavior goals may be exempted from their exams during S2. These include:

1. Must have achieved an 80% or better in the class for the exam exemption
2. Have seven (7) or fewer absences per class
3. May not have any suspensions during their senior year
4. Seniors may elect to take the exam if they so desire in an attempt to improve their current grade

All underclassmen students will take exams in all courses. For all exams, every effort will be made to have each exam week(s) free of interruptions except for regularly scheduled daily announcements.

## H. Homebound and Hospitalized Services

The state school aid act requires school districts to provide homebound and hospitalized services to pupils who are unable to attend school for more than five school days because of a medical condition. Homebound and hospitalized service is a self-study program designed to help pupils, who are unable to attend school due to a medical condition, to keep up with their studies and to progress as far as possible given their medical condition. The homebound and hospitalized teacher carries the curriculum from school to the home or treatment facility to enable pupils to continue with their studies. It is important to note that these services are designed to help the classroom teacher(s) communicate with the pupil while away from school. If you feel your child should be considered for homebound and hospitalized services, please contact the Special Education Office at 810-591-7482.

## IV. Academic Requirements

### A. Grading Scale

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
92.5	89.5	86.5	82.5	79.5	76.5	72.5	69.5	66.5	62.5	59.5	<59.5

### B. Curriculum and Instruction (Graduation Requirements)

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

All high school students shall be enrolled in a full day of instruction which is six (6) courses per day. No student may take more than 6.0 total credits per school year (3.0 per semester). Only three credits awarded outside of Clio High School are allowed to be counted toward graduation. These credits may include, but are not limited to areas such as correspondence schools, virtual high school, and adult education courses.

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District that may include, but not be limited to, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, early college entrance, internet, digital broadcasting, or satellite course work offered by the school or any regionally accredited college or Michigan Virtual High School. These programs may not be utilized by a student to avoid taking required courses offered in the school's regular program. Credit will be granted to the student upon complete evaluation of the program. The credit shall be placed on the student transcript. The amount of credit counting toward graduation shall comply with the District graduation requirements. For more information, please view course descriptions at the following links: [Freshmen](#), [Sophomore](#), [Junior/Senior](#)

The Clio School Board shall award a regular high school diploma to every student in this district who meets the requirements for graduation by completing the following credits:

Course	Required Number of Credits
<b>English</b>	4.0
<b>Mathematics</b> (successful completion of Algebra I, Geometry, Algebra II AND must take a math course during their final year) Courses which qualify for math during their senior year include, trig/precalculus, calculus, accounting, finance, physics,	4.0

<b>Science</b> – must include biology and chemistry, physics, or physical science or 2 credits and completion of formal career and technical education program (marketing, workplace skills, finance, skill center)	3.0
<b>Social Studies</b> (must include 1.0 credit in U.S. History, 0.5 credit in Civics, 0.5 credit in Economics, and 1.0 credit in World History)	3.0
<b>Foreign Language</b> (must be two years in the same language) Or 1 credit and completion of formal career and technical education program (marketing, Introduction to Business, Accounting, skill center) Or 1 credit and completion of an additional credit of Visual, Performing or Applied Art credit (art, music, industrial arts, drama, ...) currently only available through class of 2020	2.0
<b>Health/Physical Education</b>	1.0
<b>Visual, Performing or Applied Art</b>	1.0
<b>Electives</b>	4.5-6.0
Completion of a Michigan Department of Education On-Line Learning Experience	
<b>Total credits required for graduation</b>	<b>22.5</b>

### C. Grade Reporting

Please use ParentVue, the online access or phone app, to check on grades at your convenience. Your student is also given a log in to check grades at any time. It is the expectation that teachers will update the digital gradebook at least once each week.

Formal parent/teacher conferences occur twice per year. Progress reports are distributed at the end of each marking period. Report cards are distributed at the end of each semester. However, you can login to ParentVue to see your student's grade at any time. If you need help with your login to ParentVue or need help navigating online please contact the counseling office at 810-591-1367.

### D. Student Recognition (Academic Honors)

Students will be recognized for outstanding academic achievement based on the following cumulative grade point averages.

1. Highest Honors - 3.75+
2. High Honors - 3.50 to 3.74
3. Honors - 3.00 to 3.49

Freshmen, sophomores, and juniors are eligible to earn an academic letter that is issued to students who have achieved academic success at an award ceremony each year. Graduating seniors will be awarded honor cords at the senior honors night and will graduate with honors based on their cumulative grades throughout their high school careers.

Starting with the class of 2020, Grade Point Averages will be based off of first semester grades except for the Top 10. The Top 10 will be decided using second semester GPAs.

### E. Student Assistance for Academics

1. Teachers - Teachers can always be contacted easily via email or through the main office to seek specific options for academic support. See the staff directory on page #\_\_ to contact information.

2. Tutoring – Call the counseling office to schedule an appointment at 810-591-1367.
3. Seminar - Structured work time for students to ask questions and make-up assessments
4. In-Class Interventionist (English and Math) – Contact your student’s Math/English teacher.
5. Staffing – A full meeting with teacher(s), student, parent/guardian, and administrator. Call 810-591-1367 to schedule.

## **F. Advanced Placement (AP) Courses**

Advanced placement is a program sponsored by the College Board that allows students the opportunity to take college-level courses and receive advanced placement or credit upon entering college. Advanced Placement (AP) classes offer students opportunities to sharpen their skills and to enter college with a higher degree of confidence. Students may take a test to receive academic credit toward their degree resulting in savings in tuition and time. See a counselor for details.

## **G. Career Resource Center**

The CRC is designed to help students plan for a successful school to work transition which usually includes further education, training and/or work experience, community service hours, job shadowing, and college visits.

1. The CRC offers sources of occupational and career information such as Xello (formerly Career Cruising)
  - a. Career Counseling
  - b. Assessment Testing
  - c. Educational Development Plan (EDP) – which must be signed by parents
  - d. Portfolio Documentation
  - e. Employability Skills
  - f. College and Military Representative visits
  - g. Job Shadowing
  - h. College and Career Day
2. The CRC coordinates the required senior exit presentations.

## **H. Class and Teacher Changes**

Parents, students, and staff were all involved in course selection for the 2023-2024 school year. The administration and staff work diligently to provide students with their choice of classes. With that in mind, the changing of classes must be for good cause only. Examples of a good cause are:

1. Failed a prerequisite for a class on the schedule
2. Failed a required class that needs to be retaken this year
3. Placed in an inappropriate level class

Schedule changes must be requested to the Counseling Department within one week from when the schedules for the semester are released to students. It is not the policy of the school to make a class change to accommodate a teacher change. Teacher changes are made only if a student has had the teacher previously and experienced severe academic difficulty. Parents requesting a teacher change must meet with an administrator to discuss the issue. A principal shall make the final decision.

## **I. Counseling Services**

Counselors assist students in making important educational, vocational, and social/personal decisions. Counselors also provide college information, scholarship assistance, maintain important school records, arrange for college and military visits, and provide orientation to new students. Students are assigned to a counselor at the beginning of the year based on their last name. The counseling department is responsible for the following areas and can help you with them:

- Personal and Academic Counseling
- Financial Aid Information
- Transfers and Withdrawals
- Student Records
- Technical Center Information
- College Applications
- Military Career Information
- Scholarship Information
- Scheduling
- Career Education
- Testing
- Summer School

\*Refer to the counseling department to see current Dual Enrollment opportunities offered at Clio High School.

## **J. Dual Enrollment**

Dual Enrollment credit is earned for both high school credit and college credit and is generally at a low cost to families. Students wishing to earn dual enrollment credit must maintain a 3.0 cumulative grade point average for most programs. There are programs offered through The University of Michigan-Flint and Mott Community College, as well as a number of courses/programs at local colleges. Students generally enroll for these courses in the year before the courses. See the Course Schedule/Description book and guidance counseling office for more information on dual enrollment.

## **K. Genesee Career Institute (GCI)**

Students may elect to enroll in a course of study at the Genesee Career Institute (GCI) as part of the regular school program during their junior and senior years. Students must carry a minimum of six credits in combination with their GCI credits. Permission from the principal is required to combine GCI credits and onsite credits to exceed six. Any student interested in learning more about GCI or a specific program should see a counselor during his/her sophomore year.

## **L. Graduation**

Commencement exercises will include only those students who have successfully completed the requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the graduation ceremony when personal conduct warrants. A student MUST meet all graduation requirements before the commencement ceremony in order to participate in the commencement ceremony.

## **M. Health Education**

The Board of Education has adopted a Comprehensive Health Education Program which includes education on human sexuality and venereal and other non-casual contact communicable diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills, and attitudes necessary to maintain good health. Compliance with the State law and with its desire to maintain effective communication with parents and the community, the Board has made arrangements for the program and the community. If a parent/guardian wishes to review any portion of this entire program, please contact the building principal. After reviewing the program, please contact the principal or the school office if further discussion is needed. State law states that students are required to participate in this course, but the law allows parents/guardians the right to have their child excused from participating in classes which include instruction in sex education, if requested in writing. In addition, the Board's policy is to honor parents' written requests that their child be excused from certain classes in that course. We encourage parents/guardians to personally review the program lessons and materials, and specify, in writing, the particular activities to which you may object.

## **N. Testing Out**

High school students who wish to receive credit in any course, except P.E., Health and Civics, in which they are not enrolled may do so by taking the final examination for the course and receiving a grade of at least a 78% or by demonstrating mastery of the subject matter as determined by the assessment used instead of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course sequence requirement, but it will not be counted toward the required number of credits needed for graduation and will not be used to determine the student's GPA. Testing out of a subject may be attempted only one time per course. Requests to test out of a course must be made to the building principal at least two weeks before the start of the course.

## **O. Transcript of Grades**

The following is our policy in regards to the giving of a transcript to students and others:

1. Students who are enrolled in the Clio High School regular program shall be entitled to have one transcript of grades and records sent to a prospective college, place of employment or any other legitimate destination.

2. After graduation, an alumnus shall be entitled to a transcript of grades and records free to be used for purposes as outlined in number one.
3. A transcript authorization release form must be signed in all cases when said transcripts are sent to institutions. (Parental permission must be granted for students under eighteen years of age.)

### **P. Clio Partnership Elective Classes**

The Clio Partnership offers elective classes for ALL children in the Clio Area School District and children who come to Clio via Schools of Choice. Partnership courses may regularly occur during times when traditional K-12 classes are meeting. This has the potential to take children away from planned instruction. Parents/guardians will have to sign a hold harmless waiver to protect the District from the potential loss of learning due to traditional learning time constraints. They may also have to agree to provide transportation to and from any and all Partnership classes and/or activities.

## **V. Student Code of Conduct**

### **A. Philosophy of Discipline**

The State of Michigan gives every school district the authority to make reasonable rules and regulations to create and maintain a safe and productive educational experience. A primary objective in developing this student code of conduct is to assist all students to develop into responsible individuals and good citizens. The most effective approach to discipline is preventative in nature. Consequently, parents, teachers and students must work cooperatively to direct students toward positive attitudes and behavior in school.

An important aspect of the growth process is to gain respect and appreciation for the rules and regulations of conduct in the school community. While it is necessary to establish and enforce reasonable regulations in the school setting, students will be provided due process in accordance with state and federal laws. By implementing a policy of consistent enforcement of rules, it is hoped that disciplinary issues will be at a minimum and the focus will be on education and learning.

Clio Area Schools utilizes Restorative Practices. Restorative Practices are practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's commitment to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, 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 and cyberbullying.

### **B. Discipline Policy**

Students are within the jurisdiction of the school. The rules and policies stated in this handbook are in support of the school administration's broad discretionary authority to act for the safety, order, and discipline of the school. Any misbehavior while on school property, at bus stops, at school activities, or during the school day (on or off campus) places students under the disciplinary action of the school. The school has the authority to enforce all school rules as students are on the way to and from school. These regulations apply at any time on school grounds, in school buildings, on school buses, at bus stops, and also at any school-sponsored event including "away" activities.

Compliance with the following rules and regulations is mandatory for all students. In addition, it is expected that all students will comply with State and Federal law. Violations will result in school discipline and referral to law enforcement agencies.

For the safety of students and school personnel, students and their possessions may be searched when given reasonable suspicion. This includes but is not limited to, students' book bags, purses, lockers and vehicles. Periodic searches by drug dogs may be scheduled.

A student's cumulative disciplinary record will be considered when determining the appropriate level of consequence for misbehavior. Discipline from other buildings may be considered, especially in areas of student safety, i.e. weapons and drugs. Secondary students who receive multiple suspensions from repeated violations of school rules documenting a pattern of persistent disobedience during a school year may, on the recommendation of the principal, have their record reviewed by the Superintendent to determine if the student should be considered for long-term suspension and/or brought before the school board for possible expulsion.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. "Unauthorized" means any item dangerous to the health or safety of students or school personnel, disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules. A student's failure to permit searches and seizures as provided in this policy will be considered insubordination and grounds for further disciplinary action.

A student's person and/or personal effects, including but not limited to cell phone, purse, wallet, and book bags may be searched whenever a school authority has reasonable suspicion of illegal or unauthorized materials. This includes all computers, associated accounts, and devices in the district meant to be used for educational purposes only.

Under no circumstances will a student be strip-searched by school personnel. Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. This includes the use of dogs in locker searches.

Students are permitted to park their automobiles on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal and unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Again, dogs may be used.

**C. Behavior Matrices**

The following behavior matrices explain the expectations of our school:

 <h1>P.R.I.D.E.</h1>		
<p><b>P</b> <i>Be Positive</i></p>	<p>Use positive self talk Encourage others Work with an open mind</p>	<p>Use the mindset cycle</p> 
<p><b>R</b> <i>Be Respectful</i></p>	<p>Listen with care Follow expectations Be kind in actions &amp; words</p>	<p>Make a difference Your response becomes an event for someone else</p>
<p><b>I</b> <i>Be Independent</i></p>	<p>Be your own advocate Take pride in your work Set high standards</p>	<p>Be self-aware Act with self-control Build self-confidence</p>
<p><b>D</b> <i>Be Dependable</i></p>	<p>Show up on time Show up prepared Show up with grit</p>	<p>No BCD (Blaming, Complaining, Defending)</p>
<p><b>E</b> <i>Be Engaged</i></p>	<p>Get involved Get focused Get away from distractions</p>	<p>Own your 20 square feet of culture</p>



# C.L.I.O.

**C**

**Challenge-Seeking**

- Pursue challenges
- Find the edge of your comfort zone

**L**

**Logical**

- Be prepared to use all resources
- Seek connections in learning

**I**

**Innovative**

- Be ready to shift strategies when stuck.
- Be ok with being wrong at first

**O**

**Optimistic**

- Respond to setbacks without BCD
- Bring positivity to learning

*Mustang Pride*

#### **D. Procedures for Disciplinary Action**

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board will first determine whether restorative practices would better address the misconduct to minimize out-of-school suspensions and expulsions. These practices may also be used in conjunction with suspension or expulsion. 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, harassment, and cyberbullying. Before suspending or expelling a student, the building administration will consider the following:

1. Student's age
2. Disciplinary history
3. Disability status
4. Seriousness of behavior
5. Whether the behavior threatens the safety of others
6. Use of restorative practices
7. Whether or not a lesser intervention would address behavior

The following are possible results of a student's misbehavior that in any way disrupts the learning environment or goes against any of the school rules listed below:

1. *Class Dismissal* - Upon being asked by the teacher to leave the class the student is to go directly to the attendance office and notify the secretary as to the reason he or she is there. The student is to remain in the office until he or she has conferred with an assistant principal.
2. *Detention* - May be issued by any staff member and must be served within one week. Failure to do so may result in further disciplinary action.
3. *Saturday School* - May be issued by administration and served within the next month. Failure to do so may result in further disciplinary action.
4. *Community Service* - May be issued by administration and must be scheduled and served within one week.
5. *Social Probation* - May be issued by administration and would revoke students' attendance to after school activities, sporting events, or school celebrations for a set period of time.
6. *Suspension* - means a disciplinary removal from school for less than 60 days. The student will be allowed to make-up work and receive credit for work missed during the suspension.
7. *Expelled or Expulsion* - means a disciplinary removal from school for 60 or more school days.

\*In the event that administrative staff recommends a long-term suspension of more than 29 days or expulsion, notice will be given to the student's parents or guardians. This will provide an opportunity for a formal hearing before the board.

#### **E. Student's Right of Appeal**

All disciplinary actions may be appealed at the building level. Only out-of-school suspensions or recommendations for expulsion may be appealed beyond the building level. Appeals are for the purpose to refute the charges or consequences based on the evidence. Appeals must be made within two school days of notification of the suspension and must be made by the parents or legal custodians of the student. Appeals begin with the direct supervisor of the school official who imposed the discipline. Students may attend the appeal process meeting unless this affects the safety of the building. Appeals made on suspensions or expulsions will be made through the Assistant Superintendent's office and moved to the Superintendent in that order.

#### **F. Removal of a Student from School Pending Investigation**

In rare situations, it may be deemed necessary to temporarily remove a student who is suspected of committing or being involved in an incident. The administrator may do this in order to (1) Complete the investigation, (2) Defuse a situation that could foreseeably become worse without such removal, or for other reasons that removal would be in the best interests of a student, a school, its students, or its staff. Removal of this nature would not be classified as disciplinary. If the incident that prompted the investigation results in discipline, any time in which the student was removed from school will be credited to any suspension imposed.

## **G. Code of Confidentiality of Disciplinary Records**

A student's disciplinary record is confidential. Parents or guardians may request and receive a copy of a school record of disciplinary action for their own child. A student 18 or older may also request and receive a copy of their personal records. Unless authorized by state mandate or parent's written request, a student's record is not otherwise released.

## **H. The Code and Reporting Certain Offenses to Local Police**

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, Clio Area Schools report certain incidents of student misconduct to local police agencies within the limits of the Family Educational Rights and Privacy Act.

## **I. Civil Situations/Conduct Outside of School**

A student's decisions and conduct outside of school may result in exclusion from school if it is determined that his/her presence in school would create a disruption or create an unsafe environment for staff or students. The administration will cooperate fully with civil authorities and students must consider that holding office or participating in other extracurricular activities are expected to maintain high standards of conduct both inside and outside of school. Failure to do so may result in loss of position or participation.

## **J. Offenses Subject to Disciplinary Action**

The following lists most of the behavior violations. This list is NOT meant to be exhaustive. The school administration reserves the right to determine the consequences for each violation based on the severity of the offense and the student's previous disciplinary history.

Please note that the consequences are typically progressive in nature. Lower-level infractions may start with a warning, reteaching, detention, or restorative practices. More severe or repeated behaviors may result in actions up to and including, suspension or expulsion.

Conduct which deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is prohibited. The severity of the misconduct will determine the extent of the discipline, including suspension or expulsion from school. Examples of misconduct include:

- 1. Academic Misconduct (Forgery/Plagiarism)** - All plagiarism (violation of federal copyright law), cheating, falsification, tampering, and assisting others in these endeavors will not be tolerated.
  - a.** Plagiarism is defined as the unauthorized use of another's work and copying of work. This includes, but is not limited to the following:
    - i.** Using phrases or partial phrases that are not the author's own
    - ii.** Copying/re-writing full or partial sentences
    - iii.** Copying and pasting from Internet sources
    - iv.** Assisting others in these endeavors
  - b.** Cheating: The use of cell phones or any electronic device to capture images of the test, the answers, or assist yourself or others in any way by texting, posting, or transmitting the aforementioned. If you know or suspect that a test has been "compromised" you have an obligation to inform the teacher or administration of this immediately.
  - c.** Consequences: The consequences may result in loss of credit on the assignment, and depending on the circumstances, may include academic tutoring/community service, detention, suspension and/or loss of credit in the entire course.
- 2. Accomplice Misconduct** - An accomplice to a violation of the school code or law may be subject to the same punishment as the person/persons who are actively involved.
- 3. Arson** - the willful and malicious burning of or attempt to burn any building or any property of the Clio Area School District.
- 4. Assaults** - Student on student and student on staff assaults are a violation of state law. A student involved in the assault of another student or a staff member shall be expelled for up to 180 days.

- 5. Assigned Detentions** – All detentions assigned by a staff member must be served within one week. Failure to serve the detention will result in further disciplinary action.
- 6. Automobile/Parking Violation** - The act of unsafe operation of a motor vehicle, parking in an unauthorized area, or parking an unregistered vehicle on school property.
- 7. Alcohol** - Possession, use or transfer of alcoholic beverages. Please note that there may be varying degrees of consequence for possession, use, and distribution (including sharing) of any illegal substance.
- 8. Bullying** – The state of Michigan defines bullying as any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm a person(s) either directly or indirectly and adversely affects or has a detrimental effect on a student or the orderly operation of the school. Clio Schools also looks at 3 criteria to help define bullying: 1. An unfair match (one student is dominating over another) 2. The act is repeated 3. Harm has occurred
- 9. Breach of Security** - Any breach of the security of the school may result in disciplinary action up to expulsion. Breach of security includes but is not limited to propping of doors or allowing entrance into the building or school facilities to any individual.
- 10. CBD** – Cannabidiol (CBD) is the second most prevalent of the active ingredients of cannabis (marijuana). Students will not be allowed to possess, use, or distribute any CBD or similar products on school grounds. Students found in possession of or distributing (sharing) CBD on school grounds will be subject to discipline up to and including suspension and/or expulsion depending on the severity of the situation.
- 11. Cell Phones** – All cell phones must be out of sight and NOT in use during class time. If a phone is visible (even if off) or in use during class, it will be taken and turned in to the office and subject to the guidelines below. This policy also disallows students from using a cell phone, a smart-watch, or any similar device for non-educational activities including but not limited to: reading/sending messages, posting/checking social media, playing games, or listening to music (even if the device is out of sight). Students who have left class during class time and are using their phones will also be in violation of this policy.

Students may be in possession of cellular phones or other non-disruptive personal electronic devices at school. However, these devices are understood to be brought at the student's/parent's own risk. The school district will not be responsible for the damage, loss, or theft of any cell phone or other electronic device. The best place for a cell phone or electronic device is at home or in a locked student locker. Students will not use an electronic device that in any way disrupts or detracts from the educational environment.

Students using phones to record videos, post videos, and/or share videos in any way of inappropriate situations involving students including but not limited to fighting or harassing may be subject to the same or more severe consequences as the person(s) involved in the inappropriate or unsafe situation. It is suggested and expected that instead of filming, that the student do something to help or remove him or herself from the situation and seek out help or inform staff members.

Headphones or earbuds are not allowed during the school day unless permitted by the teacher or being used for an academic purpose connected to the school-issued Chromebook. Confiscation of headphones or earbuds follows all of the same offense expectations as phones.

Cell Phones/Electronic devices are not permitted during the school day and will be confiscated. The device can be picked up by the student/parent at the end of the day or if after lunch, it must be turned in again the next morning for pick up at the end of that day.

- a. 1st Offense:** The device is confiscated and sent to the office. Student pickup. Parent/guardian contacted via robocall.
- b. 2nd Offense:** The device is confiscated and sent to the office. Parent/Guardian pickup.
- c. 3rd Offense:** The device is confiscated and sent to the office. Parent/Guardian pickup. A

social probation may be assigned. Phone privileges at school may be revoked. Further offenses lead to social probation or suspension.

- d. Further Offenses:** Will result in progressive disciplinary action
  - e.** Refusal to turn off and/or put away the electronic device or turn it over to a staff member making such a request may result in discipline up to a three day out of school suspension.
- 12. Closed Campus** - Leaving the school premises without authorization during the student's scheduled class hours and/or lunch hours. Once a student arrives on campus, he/she must remain on campus until the end of the day unless he/she has been checked out by a parent/guardian in the attendance office.
- 13. Cyberbullying** - The state of Michigan defines "Cyberbullying" as any electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more students directly or indirectly and adversely affects or has a detrimental effect on a student or the orderly operation of the school.
- 14. Disrespect/Defiance** – Refusal to follow directions, talking back and/or socially rude interactions.
- 15. Disruption** – Behavior causing an interruption in a class or normal school activity. Disruption includes but is not limited to sustained loud talk, yelling; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
- 16. Distribution of Unauthorized Printed Matter** - The act of distributing unauthorized materials on school property, including petitions.
- 17. Dress Code** - The wearing of clothing that is near, but not within, the dress code guidelines and/or which offends or disrupts the learning process.
- a. 1st Offense:** Students will be asked to change or cover up depending on the clothing that did not meet the criteria. Parents or guardians will be contacted.
  - b. 2nd Offense:** Students will be asked to change or cover up depending on the clothing that did not meet the criteria. A referral or detention may be issued. Parents or guardians will be contacted.
  - c. 3rd Offense:** Students will be asked to change or cover up depending on the clothing that did not meet the criteria. An out-of-school suspension may be issued. Parents or guardians will be contacted.
- 18. Drugs** - The possession, use, or transfer of narcotic drugs, hallucinogens, marijuana or other similar substances that may be harmful or have not been approved by school officials. Due to the disruption to the educational learning process, this includes students entering the building with the odor or under the influence of such substances. Also, included are look-alike drugs, performance enhancing, diet aides, and stimulants or depressants. Please note that there may be varying degrees of consequence for possession, use, and distribution (including sharing) of any illegal substance. See the "Alcohol, Tobacco, and Other Drugs Policy" section for more information. In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State Statute or substance that could be considered a look-a-like controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. A breathalyzer test may be administered if the use of alcohol is suspected.
- 19. Drugs - Over-the-Counter or Prescription** – Students are expected to follow the school board policy 5330 for "Use of Medications". See Form A-2 in the Appendix.
- 20. Electronic Equipment** - DVDs, game systems, etc. – Such electronic devices are considered disruptive to the proper learning environment and are prohibited.
- 21. Failure to Properly Identify** - The failure to give proper identification to school personnel when requested.
- 22. False Alarms** - The act of initiating a report warning of a fire, bomb, or other catastrophe without just cause.
- 23. False Reports/Forgery** - The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel which would affect the welfare of others.

- 24. Fireworks or Explosives** - The act of possessing, using, or threatening to use any fireworks, explosives or other such instruments capable of inflicting bodily injury.
- 25. Gambling** - The act of gambling for money or valuables.
- 26. Habitual Offender** - The act of continually violating school rules and disrupting the educational process. These students may be considered for appearance before a Board of Education review committee.
- 27. Harassment** - In addition to sexual harassment, that includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment also includes any speech or action which creates a hostile, intimidating or offensive learning environment. This includes annoying someone continually, disturbing or tormenting them persistently.
- 28. Horseplay** - disruptive behavior often involving physical contact, not fighting.
- 29. Inappropriate Affection (Public Display of Affection)** - student engages in inappropriate (as defined by the school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.
- 30. Inappropriate Language** - the student engages in low-intensity inappropriate language.
- 31. Inciting Violence or Disobedience** - The act of taking a leadership role or giving overt encouragement to demonstrations of protest which disrupts the normal educational process of the school.
- 32. Indecency in Behavior** - The act of offending against commonly recognized standards of propriety, health or safety that is disruptive to the educational process
- 33. Insubordination** - The failure to respond or carry out a reasonable request by authorized school personnel.
- 34. Littering** - The act of willfully littering on school property or private property to and from school in an extreme or repetitious manner.
- 35. Loitering** - The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the school's personnel following directives to leave the premises. Loitering on any street or sidewalk or in any park or public building or conducting himself/herself in any public place so as to obstruct the free and uninterrupted passage of the public is a violation of the City of Clio Ordinance No. 105. It also violates Rule #21 of the Clio Schools' Student Code of Conduct.
- 36. Obscenity** - The act of using obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures on any school property. The use of obscenities in the hallways and classrooms will not be tolerated. Obscenities directed toward a staff member will be subject to suspension.
- 37. Off-Campus Conduct** - Students representing the school or attending off-campus school activities are subject to disciplinary action if they are involved in violating school rules. This includes disrespectful behavior to school personnel or vandalism to the property of school personnel.
- 38. Physical Attack or Fight** – Actions involving serious physical contact where injury may occur. This includes but is not limited to hitting, punching, kicking, hair-pulling and scratching. Fighting is prohibited on school property, on school buses, at bus stops, going to or from school, or at school-sponsored activities.
- All students involved in fighting will receive progressive discipline up to out-of-school suspension.
  - The student's fight record shall be cumulative from the date of entry into the high school until graduation and may be used by the administration in deciding punishment.
  - Students involved in encouraging, instigating, recording, or sharing on social media videos of a fight may be liable for the same penalty as a person in the fight.
- 39. Physical Contact** - student engages in non-serious, but inappropriate physical contact
- 40. Property Damage** - The act of willful destruction or conspiring to destroy school property or property belonging to others. Any damage done to school property in any amount over \$100 is considered a felony. The school district views such actions as serious offenses and persons involved may be recommended for expulsion and will be prosecuted.
- 41. Shake Down and/or Strong Arm** - The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

- 42. Stealing** - The act of taking or acquiring the property of others without their consent.
- 43. Tardy** - Students entering class after the bell and less than five minutes late are considered tardy. See the III. C. Tardy Policy, for further information.
- 3rd Offense:** Warning given
  - 4th Offense:** Detention will be issued by the teacher or administration
  - Further Offenses:** Will result in progressive disciplinary action
  - Students who drive may have their parking passes revoked if they have an excess of tardies during their first hour of classes. Exceptions to this policy are per administrative approval for extenuating circumstances.
- 44. Technology Violation** - The act of misusing or abusing any technology hardware such as, but not limited to; Promethium Boards, television, computers, networks, telephones, etc. Also, the act of misusing or abusing software such as, but not limited to, email, internet, network, productivity software, etc. Also, the act of attempting to gain unauthorized or gaining unauthorized access to information resources such as, but not limited to, email, databases, data files, and other digitized information.
- 45. Threatening or Intimidating Acts (no physical contact)** - The act of threatening violence toward school personnel or another student. Threats, verbal or written (typed or shared or posted online), directed toward the safety of school personnel, school property, or other students could result in suspension, expulsion, and/or police involvement. Threats to harm others are subject to graduated disciplinary consequences. Threats may or may not include school suspension. Students making threats are subject to threat assessment that may or may not include some form of mental health assessment.
- 46. Tobacco/E-cigarette/Vape** - The use, possession, and or distribution (including sharing) of these devices or products on school property. Please note that there may be varying degrees of consequence for possession, use, and distribution of any illegal substance. See "CBD" on V.J.10 for information related to CBD and similar products. Outside resources will be shared with parents and student for assistance in the stop of vaping at each offense.
- 1st Offense:** Office referral, parent contact, a ticket from the local police agency and a three-day out-of-school suspension. Outside resources will be shared with parents and student for assistance in the stop of vaping.
  - 2nd Offense:** Office referral, parent contact, a ticket from the local police agency and a five-day out-of-school suspension.
  - 3rd Offense:** Office referral, parent contact, a ticket from the local police agency and a ten-day out-of-school suspension.
  - 4th Offense:** Office referral, parent contact, a ticket from the local police agency that could result in a summons to court by the local police agency. Possible board expulsion.
- 47. Truancy** - The act of unauthorized absence/tardy to school or class. This includes leaving with permission, but remaining out of class beyond a reasonable amount of time and/or location based on permissions granted.
- 48. Unlawful Acts on School Property** - The above examples are not the only acts or conditions for which punishment is warranted, nor do they in any way limit this Code of Student Conduct. Any unlawful act not included in the above list will result in disciplinary action.
- 49. Weapons** - The act of possessing, using or threatening to use any weapon or instrument (real or look-alike) capable of inflicting bodily injury. If a student is found to have a weapon in his/her possession or commits arson while in the building or on school grounds or rapes someone in the building or on school grounds, the school board shall expel the pupil from the school district permanently. There are extenuating circumstances that may mitigate the above if established in a clear and convincing manner during a due process procedure with the Board of Education. The expelling school district shall enter on the individual's permanent record that he or she has been expelled pursuant to the law (P.A. 328 of 1994) and Federal (Gun-Free School Act of 1994). For the purpose of this guideline, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, a knife with a blade of any length, a pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including but not limited to BB, paintball guns or other air guns and explosive devices.

## **VI. Transportation**

### **A. Bus Conduct Rules and Regulations**

- 1.** Any conduct that threatens the safety and welfare of bus riders and or the bus driver will be subject to discipline. This conduct includes, but is not limited to: abnormal noise level, not remaining in seat, vandalism, smoking/vaping or possession of contraband, obscenity, not following directions, horseplay and/or physical contact, fighting, indecent behavior, or throwing objects.
- 2.** Students riding spectator or school activity buses must return to school on the bus unless prior approval from the athletic director or principal has been made in writing.
- 3.** The rules for those students riding school buses will be explained and distributed by the bus driver. The driver has complete charge of seating arrangements and behavior on the bus.
- 4.** Bus discipline will be referred to the assistant principal and the student's parents will be notified. In general, the disciplinary process for bussing will follow this process:
  - a.** Bus driver warns student regarding behavior
  - b.** Bus driver has conversation with student individually if the behavior continues or escalates
  - c.** Bus driver contacts parent or guardian
  - d.** A referral is written and submitted to an Assistant Principal where further consequences will be determined up to and possibly including a bus or school suspension depending on the severity and/or history of behavior
- 5.** Bus riding is a privilege which can be denied if a student displays unacceptable conduct while on a bus. The administrator reserves the right to permanently revoke the student's riding privilege after the third offense or if an offense is severe enough before the third. The student may be required to write a behavior plan that is approved by administration before being allowed back on the bus.

### **B. Student Driving and Parking Privileges**

Students are to understand that driving to school is a privilege that, if abused, may be taken away. Student drivers are reminded that vehicles parked in the school's lot are subject to search if there is reason to believe that drugs, alcohol, stolen property, or other contraband might be present. Once the school day begins the parking lots are "off limits" to students unless they have permission from an administrator. Clio High School is not responsible for either the vehicle or its contents. NOTE: Students who are excessively tardy or absent from their first hour of classes may have their driving privileges revoked.

- 1.** General Driving and Parking Regulations:
  - a.** All student vehicles are to be registered. Registration can be completed before or after school or during lunch hour through the principal's office. Registration for the school year will cost \$20. To register a vehicle, you must provide the vehicle make and model, the year of the vehicle, the color, and the license plate number. Checks are to be made payable to Clio High School. A receipt will be given to the student upon payment of the parking fee.
  - b.** Vehicles will display their registration tag in plain view.
  - c.** Students must drive in an acceptable and appropriate manner at all times.
  - d.** School officials and/or police will enforce all parking and registration regulations.
  - e.** Rule changes will be enforced after proper notification to students and staff has been made.
  - f.** Unregistered vehicles may be ticketed and or towed after the student has received two (2) warnings. Records of warnings issued will be kept in the office. Two (2) warnings per year are necessary before towing.
  - g.** Failure to park in the correct parking area may result in the denial of driving privileges and/or ticketing or towing.
  - h.** Registration tags can be transferred if a student changes registered vehicles; however, the principal's office must be notified immediately.
- 2.** Specific Driving and Parking Violations:
  - a.** Parking on school grounds without a permit
  - b.** Improper parking (i.e. across any line, parking in lawns, etc.)
  - c.** Selling, lending, duplicating, or giving their permit to any other student.
  - d.** Any student driving in a careless or negligent manner will be subject to the loss of parking privilege and/or involvement by local police.
  - e.** Upon arrival to school, students must enter the building immediately. Loitering or gathering

in the parking lot will not be permitted. Students may not return to their vehicles until dismissed from school or have permission from the attendance office. Consequences will range up to a temporary (3-day, 5-day, 10-day) or permanent loss of parking privileges for the year depending on the severity and frequency of violation.

## **VII. Cafeteria Services and Lunch Regulations**

### **A. Lunch Regulations**

1. All students must stay in the lunchroom for the entire lunch period.
2. All food is to be eaten in the lunchroom only unless the teacher has made prior plans with administration.
3. Thirty minutes is provided for lunch, and students are not allowed to bring lunch back to class after their lunchtime is over because of the potential disruption to the classroom learning environment.
4. No glass bottles are allowed in school.
5. Passes will not be issued for students to leave the building during lunch. Exceptions include medical reasons and court appointments. Parents must request passes from the attendance office before lunch.
6. Students are not allowed to be outside during lunchtime without administrative permission.
7. No food delivery services may be used by students (DoorDash, UberEats, etc.)
8. Parents bringing food to students for lunch must do so during the student's scheduled lunch. The student will not be called out of class to get food or be allowed to eat lunch outside of the scheduled time for lunch.

### **B. Lunch Policy**

Starting in the 2023-2024 school year all students will receive a free breakfast and lunch. Students who wish to purchase anything in addition to this will be charged accordingly. Parents will be notified with an automated call from the district if their student's account is -\$5.00 or more.

## **VIII. Extracurricular Activities, Field Trips, and Athletics**

### **A. Extracurricular Activities**

A significant part of having a quality educational experience is exploring interests and becoming involved in activities that supplement the academic offerings of our school. Those students participating in extracurricular activities will be held to higher standards. By participating in these events, students designate themselves as a student leader. We expect students to show their leadership by attaining passing grades, having regular attendance and displaying positive behavior. Clio Area School (CAS) supports its students in gaining this experience by offering extensive opportunities in activities and organizations that build character, teach leadership, and develop teamwork skills.

It is an ongoing goal of CAS to improve the number and quality of the programs and clubs offered in our school. To achieve this goal, we encourage each student to join an organization or activity that best meets his/her personal needs. All clubs and organizations other than athletic teams will be defined as one of the following:

1. **Curriculum-Related Programs** - Clubs and organizations that supplement a course offered for credit in the high school through performance or competition or that relate directly to the body of courses as a whole by honoring, recognizing or encouraging academic achievement in the context of the school's curriculum. These require a commitment outside the hours of the regular school day (examples include: Science Olympiad, Spanish Club, DECA, National Honor Society, etc.).
2. **Non-Curriculum Related Clubs** - Clubs and organizations that exist with a specific purpose or mission outside of the academic curriculum. These programs require a commitment outside the hours of the regular school day and parental permission in order to participate (Examples include:

Chess Club, Gamers Club, etc.).

Each Curriculum-Related Program and Non-Curriculum Related Club is overseen by an advisor or school official. Some programs and clubs have open membership, while others require students to be elected to office, or complete an application based on certain criteria to try out.

Once a student joins an organization, it is expected that he/she will meet the specific requirements of that organization as determined by the organizational by-laws or rules of membership. Students may be removed from these organizations for disciplinary or academic reasons. In order to participate in these programs and clubs, students must have passed five of six classes the previous semester and must be passing all of their current classes. If students are not passing all of their current classes, students will not be allowed to participate in upcoming events.

If you have questions about an organization, please contact the advisor. The administrator who oversees all of these programs is the building principal.

### **Extracurricular Activities Scheduling Conflicts**

Recognizing that students who participate in multiple school activities may encounter scheduling conflicts that obligate them to more than one event, the following procedure has been established to assist in the resolution of scheduling conflicts that occur:

1. When a conflict occurs between scheduled practices, the students may choose either activity.
2. When a conflict occurs between a competition/performance and a practice, students are expected to attend the competition/performance. Regular participation rules and expectations will prevail. In these situations, the student will not be allowed to participate in the practice.
3. When a conflict occurs between competitions/performances, the student must first consult with the adult advisors before the event to see if he/she can resolve the conflict or to show that one activity should take priority over the other.
  - a. If the advisors agree the student should attend one event over the other, the student must comply with their decision.
  - b. If the advisors agree both competitions/performances can be attended, the student is expected to attend both activities.
  - c. If the advisors remain undecided or do not establish the priority of one event over the other, the student may choose either activity. It is recommended that the adult advisors consider the following in making their decisions:
    - i. The overall importance of the conflicting events, such as state, regional, district, or conference versus regular events.
    - ii. The impact the student's absence will have on each team/group; i.e., is the student a principal contributor (starter, first chair, soloist, etc.), or does he/she provide a secondary/backup function?
    - iii. In all situations where this policy has been followed and the student has ultimately made the decision, the advisors are expected to honor that decision and to support the student positively as he/she represents the school in the event. Repercussions to the student as a result of his/her decision, academic or otherwise, shall not occur and will not be supported.

### **List of Extracurricular Activities**

Art Club	Robotics
Band	Running Club/Indoor Track
DECA Marketing Club	Spanish Club
Metro Math and Science Comp	Student Council
Money Club	Yearbook
National Honor Society	Equality Club
Pep Band	Kindness Club
Project Graduation	Jazz Band
Quiz Bowl	Book Club

## B. Field Trips

To be eligible to attend a field trip outside of the school building and miss instructional time, a student must meet the following requirements:

1. Must have paperwork with permission from parent/guardian and teachers.
2. Currently passing ALL classes.
3. If during first marking period of the semester, must have fewer than six absences; during the second marking period of a semester, must have fewer than nine absences.
4. Have not been suspended in the current school year. Students who have had a suspension in the current year of the field trip can be prevented from field trips based on the nature of the suspension and behavioral history subject to discretion of administration.

A student not meeting the above requirements will not be allowed to attend a field trip where he or she will miss additional instructional time. While field trips are enjoyable, they are not a requirement for earning credit in any course. Students attending a field trip may be subject to a search of personal belongings by a staff member for safety and security.

## C. Athletics

All students involved in athletics are expected to abide by all rules and regulations as stated in the Clio Area High School's Athletic Handbook. The athletic department's handbook includes the rules and regulations governing the behavior of student-athletes. Disciplinary action that may result from athletics may be in addition to and/or separate from administrative discipline as outlined in this handbook. Students and parents may contact the athletic office for a copy of the athletic handbook.

A few high school athletes are fortunate enough to have the opportunity to continue athletic competition on the intercollegiate level. In order for athletic scholarships and the chance to compete, student-athletes must meet the minimum standards as outlined by the N.C.A.A. Division I or Division II Schools (Division III Schools do not have initial eligibility requirements). Please refer to the Clio High School Athletic Department Handbook and see a counselor. **For specific information view the Athletic Handbook or contact the Athletic Office at 591-1390.**

### 1. List of Athletic Teams

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Girls Cross Country	Girls Basketball	Girls Soccer
Girls Swim/Dive	Girls Bowling	Girls Softball
Girls Volleyball	Competitive Cheerleading	Girls Tennis
Girls Golf	Boys Basketball	Girls Track
Sideline Cheer	Boys Bowling	Boys Baseball
Boys Cross County	Wrestling	Boys Golf
Boys Soccer		Boys Track
Football		
Boys Tennis		

2. Athletic Event Spectator Expectations: Spectators must also maintain sportsmanship at athletic events. Teams and schools may be penalized by officials for the behavior of their fans. Therefore, spectators who conduct themselves in an unsportsmanlike manner will be removed from the event.

## D. Title IX Grievance Procedural Safeguards

The Final Rule requires schools to investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations.

The Clio Area Schools' grievance process gives both parties written notice of the allegations, an equal

opportunity to select an advisor of the party's choice, and an equal opportunity to submit and review evidence throughout the investigation.

The Clio Area School District shall send both parties a written determination regarding responsibility explaining how and why the decisionmaker reached conclusions; Effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment; Offer both parties an equal opportunity to appeal; Protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process; Document and keep records of all sexual harassment reports and investigations.

Title IX Compliance Officers

*Mrs. Jennifer Reinfelder*  
Director of Special Education  
Clio Area Schools  
(810) 591-7487

*Mr. Brian Trebilcock*  
Principal, Clio Intermediate School  
Clio Area Schools  
(810) 591-7652

## **IX. Appendix**

### **A-1. Acceptable Use Policy (Network)**

#### **CLIO AREA SCHOOL DISTRICT** **COMPUTER NETWORK ACCEPTABLE USE POLICY**

It is the Clio Area School District's mission to provide educational opportunities for all our students to learn the skills needed for tomorrow's world. Using technology to communicate, collaborate and problem solve is a necessity in the fulfillment of our mission. District technology is designed to be used as a tool to facilitate learning consistent with legitimate educational and work-related purposes set forth by the Clio Board of Education. The use of these tools is a privilege, not a right, and should be used in a manner that conforms to the rules and regulations set forth by the Technology Department and Board of Education.

Only Clio Area School District students, its faculty, and staff, who agree to the terms of this policy, and after the school has received a signed Technology Acceptable Use Policy, may be granted access to the use of the District's technologies.

Users have no expectation of privacy as to information or activity on the district's electronic information technologies. The district retains the right to monitor all use, including but not limited to personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the district's electronic information technologies. In accordance with CIPA (Children's Internet Protection Act) and PA212, Clio Area Schools uses a subscription-based firewall service, and for Internet filtering, a filtering service that allows the district to filter out sites that we deem objectionable. Email filtering is also provided. Student Internet use and email use may be monitored by the district as needs arise.

The use of Clio Area Schools' technologies, including but not limited to, local area network (LAN), wide area network (WAN), Internet, stand-alone and networked computer systems, and telecommunication equipment, is governed by the following rules:

No excessive use of District bandwidth is allowed, except those services for which adequate bandwidth resources are available.

- Use of e-mail, chat, instant messaging, and other forms of two-way electronic communications may be used for educational purposes.
- Network storage is limited to educational and work-related material. No non-District software of any kind is to be stored on any personal or shared network drives without prior consent of the Technology Department.
- Only hardware approved by the Technology Department may be attached to the District network and equipment. This includes, but is not limited to printers, scanners, digital cameras, laptops computers, Personal Digital Assistant devices, storage devices, telephones, etc., whether they be physically or wirelessly connected. Nor shall any district owned hardware or software be moved or relocated without permission from the Technology Department. Only software purchased by the Clio Area Schools may be stored or installed on district hardware. No software programs

may be downloaded off the Internet, or installed from any other media, without the permission of the Technology Department.

- It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is also the user's responsibility to keep inappropriate material from entering the district's network, such as viruses, pornographic material, malware, etc.
- Users are to comply with all Board Policies, State and Federal laws, including copyright and trademark laws, and acceptable use licensing agreements, in using the District's technology. Please, return this form after reading and signing. This agreement is valid for as long as the student/staff is in the District and/or the life of this AUP.

Clio Area Schools is also committed to using its technology to share good news regarding student, team and group accomplishments and events throughout the community. To that end, the district and individual schools publish newsletters, photographs, videos, presentations, press releases, and other documents and materials, both in print and on the Internet. Students participating in events, meetings, athletics, performances, and classroom activities, as participants or spectators, may be photographed or filmed. Local media also publish student images and work provided by the district. If you do not want Clio Area Schools and/or the individual schools to disclose your child's work, image or likeness, you must notify the District using the OPT-OUT FORM available at the District Office and each individual school office. The form must be signed and returned to the main office of your children's respective school(s). An OPT-OUT FORM must be submitted annually for each child within the first two weeks of school every school year.

\_\_\_\_\_ I have read this document and agree to follow the rules stated in the Clio Area School District Computer Network Acceptable Use Policy (AUP).

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date : \_\_\_\_\_

**PHYSICIAN STATEMENT**

To the Physician:

The School District requires that all of the following information be provided before it will administer medication or treatment to the student named on the reverse side.

I have prescribed the following medication(s)

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Beginning Date\_\_\_\_\_ Ending Date\_\_\_\_\_

Dosage, instructions, or precautions (including possible side effects):

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I have prescribed the following treatment

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Beginning Date\_\_\_\_\_ Ending Date\_\_\_\_\_

Parent/Guardian signature:\_\_\_\_\_ Date :\_\_\_\_\_

**AUTHORIZATION FOR STAFF**

The following staff members are authorized to administer the above-prescribed medication(s)/treatment(s):

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**AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT**

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE PRESCRIBED MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETE.

Name of Student	Address
School	Grade

**A.** I am requesting permission for my child named above to: (Check all that apply)

\_\_\_\_\_ use or receive prescribed medication

\_\_\_\_\_ receive prescribed treatment

\_\_\_\_\_ staff-administer prescribed medication(s) in my presence or that of an authorized staff member.

**B.** I will assume responsibility for safe delivery of the medication to school.

**C.** I will notify the school immediately if there is any change in the use of the medication or prescribed treatment.

**D.** I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

Parent/Guardian signature: \_\_\_\_\_ Date : \_\_\_\_\_

Phone Number: \_\_\_\_\_

