

INTRODUCTION

This student handbook was developed to answer many of the commonly asked questions you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents to use to answer questions you may have. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

ADVANCED PLACEMENT COURSE

Clinton High School offers Advanced Placement courses in English, Math, History, and Science. Placement into these courses is done through teacher recommendation, and is available on an annual basis if the enrollment is 15 or more students. AP courses provide an extra challenge and provide preparation for Advanced Placement tests (tests are optional and test fees are incurred by the student) which could possibly earn a high school student college credit. Due to the difficult nature of these courses, the grading scale has been weighted to a 5.0 scale. Example: 5.0=A, 4.0=B, 3.0=C, 2.0=D.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. Those approved by the Principal will be posted in a display case by the main lobby.

AGE OF MAJORITY

Michigan School Code 15, Section 73, governs Compulsory Education and attendance. "Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years, shall be required to send such a child to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such a child is enrolled."

All students are subject to attendance regulations regardless of age. Any regular education student shall become eligible for adult education classes when one or more of the following conditions exist:

- The student is 18 years of age and his/her class has graduated from high school
- When the student needs additional credits in order to graduate with his/her class and the student is currently enrolled on a full-time basis in the high school program.
- When the high school administration and the superintendent of schools determine the student's needs would be best met by enrollment in an adult education program.

Rules and regulations for the discipline and control of pupils may be made by the state, local boards of education, teachers, and principals and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, with regard to surrounding circumstances. (Michigan School Laws, Sec.340.613, M.S.A. 15.3614).

These rules may be relative to anything whenever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of each district, including regulations relative to the conduct of pupils.

The school recognizes the lowered age of majority extends many rights and privileges to the 18 year old adult. CHS expects 18 year old students to abide by the same rules as those students who have not reached the age of majority.

In the case where a student has reached the age of majority and the parent/guardian wishes to sign all parental/guardian rights over to the student, they may do so. This is accomplished by completing the "Age of Majority" form. The parent/guardian must realize this will eliminate the parent from all school decisions and school communications.

ATTENDANCE

It is imperative students be in attendance each school day in order not to miss a significant portion of their education. Daily active participation in classroom and other school activities result in student knowledge which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact teachers as soon as possible to obtain missed assignments.

If a student misses a teacher's test due to excused absence, he/she may make arrangements with the teacher to take the test.

ATTENDANCE REQUIREMENT FOR COURSE COMPLETION

All semester courses at CHS require a minimum of **eighty days** of attendance by each student to be considered for credit. There are ninety scheduled school days per semester, **only ten absences** in any class per semester are allowed, regardless of the classification of the absence. On the **eleventh** recorded absence in any class, the student will be assigned to a Saturday School and for every subsequent absence over ten (10). Students may serve a maximum of three (3) Saturday Schools. When a student has more absences than there are Saturday School make-up days, they will automatically lose credit in the affected classes. However, students with extenuating circumstances accompanying their absences may appeal the loss of credit within three days of the notification of the parent. The **Request for Appeal** must be filed with the Principal within 3 days of notification to the parents. Properly verified medical excuses will be considered and possibly blocked if received within 48 hours of the student's return to school.

Explanation of Absences

- Excused Absences –Students may be excused from school for one of the following reasons and will have an additional day to make up any work they missed for each day they are absent (excluding any long term assignment, project or tests previously assigned): personal illness, death in the immediate family, bona-fide religious holiday, professional appointments, absences approved by the Principal for good cause, and pre-arranged absences. Parents must provide an explanation for their child's absence no later than 24 hours after the day of the absence-this can be a phone call or written excuse. Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.
- Blocked Absences-With the approval of the Principal, absences may be blocked. Blocking refers to recording a long-term medical absence or several nonconsecutive related absences as the equivalent of one absence.
- School Related Absences-It is the responsibility of the student to have class work made up for any school-related absences. Examples of this type of class absence would be field trips, athletic events, Peer Listeners. School related absences will not be counted toward the absence or exam policies.
- Attendance Incentives-Seniors may be exempt from final exams second semester if the instructor desires but must qualify by missing 4 days or less (school related absences will not be counted) and have a "B" average (84%) or above. Any senior not meeting the above conditions is expected to be in attendance through the last day of senior exams.
- Perfect Attendance-May be obtained by students who have perfect attendance and no tardies. School related absences (field trips, etc.) do not count toward perfect attendance.
- Extra-Curricular Activities-Anyone participating in extracurricular activities must attend at least one half day of school (3 periods).

- Unexcused Absence -Unexcused absence from school (truancy) is not acceptable. After 10 days of truancy during the school year, a student may be considered a “habitual truant” which could result in a report to the county truant officer and a hearing before a judge in a court of law. Each unexcused absence from school results in a 2% deduction in grade in each class missed.
- Prearranged Absences-Individuals who know in advance they will be absent from school should prearrange absences with the office.

Saturday School – CHS will offer a Saturday Guided Study Program. The program will be staffed by a certified teacher and will operate from 8:00 – 11:30 a.m. (times may vary slightly).

The program will serve the following needs:

- Students with excessive absences (more than 10 per semester) will have the opportunity to “make-up” time in the program, thus remain in a position to earn credit for a course or courses.
- Students who have reached the sixth step of the tardy policy will serve a Saturday School.

AUTOMOBILES

Designated student parking is in the large lot south of the High School between Kehoe Road and the high school. Students must purchase a parking permit from the office to park in the student lot. Permits will cost \$10.00. All vehicles are to be parked in an orderly fashion in the spaces provided. Students driving a vehicle to school are subject to the following regulations:

- Upon arrival at the high school, the vehicle is to be immediately parked in the student parking lot. Students are prohibited from parking in the teachers’ parking lot, on the lawn, on the sidewalks, in the driveway, or aisle property. Automobiles which are not properly parked will be subject to one or all of the following – warning, parking ticket (\$5.00), loss of driving privileges, or disciplinary action by the school.
- Students are to immediately vacate the vehicle and at **no** time during the school day are students to be in or around the cars in the student parking lot.
- At **no** time is a student of CHS permitted to **drive, ride, or be in** a vehicle during the school day without parental and Principal approval. Violation of this regulation will result in an in-school or out-of-school suspension to be determined by the Principal. Students are not permitted to drive or ride to the Vo-Tech Center. Bus transportation is provided. Students are not permitted to **drive, ride, or be in** a vehicle during the lunch period.
- **The speed limit is 15 miles per hour.** Reckless, dangerous, or unsafe driving is prohibited and will result in the loss of parking privileges.
- Driving to school is a privilege which may be suspended or revoked with cause at any time. Violators are also subject to ticketing for violations on school property.

BLOOD BORNE PATHOGENS NOTIFICATION

The district is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child’s blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

Should you have questions or concerns, please contact the building Principal.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should **not** be brought to school. The school may confiscate such items and return them to the student’s parents.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Discipline Code.

CODE OF CONDUCT

A major component of the educational program at Clinton High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to:

- Abide by national, state, and local laws as well as the rules of the school.
- Respect the civil rights of others.
- Act courteously to adults and fellow students.
- Be prompt to school and attentive in class.
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the others ability, gender, race, religion, height, weight, disability, or ethnic background.
- Complete assigned tasks on time and as directed.
- Help maintain a school environment that is safe, friendly, and productive.
- Act at all times in a manner that reflects pride in self, family, and in the school.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school’s computer network, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student’s computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

The use of the network is a privilege which may be revoked by the district at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files and messages. The district reserves the right to access and review all electronic, computer files, databases, any other electronic transmissions, remove files, limit or deny access, and refer the student for other disciplinary actions.

CONTROL OF CASUAL-CONTACT/NONCASUAL-CONTACT COMMUNICABLE DISEASES

Casual – Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school’s professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removable will only be for the contagious period as specified in the school’s administrative guidelines.

NonCasual – In the case of noncasual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure the

rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

DANCES AND ACTIVITIES

Dances and activities sponsored by classes or clubs are to be properly planned under the supervision of the faculty advisor. School dances are open to CHS students, parents, and faculty. Unless otherwise specified, they are not open to the public. Once a student leaves the building during a dance or other event, he/she may not re-enter. The Principal must approve all social functions of this nature.

DISCIPLINE

Code – The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- Conform to reasonable standards of socially-acceptable behavior;
- Respect the person and property of others;
- Preserve the degree of order necessary to the educational program in which they are engaged;
- Obey constituted authority and respond to those who hold that authority

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- Do not discriminate among students;
- Do not demean students;
- Do not violate any individual rights constitutionally guaranteed to students

The Superintendent shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- Relate in kind and degree to the infraction;
- Help the student learn to take responsibility for his/her actions;
- Be directed, where possible, to reduce the effects of any harm which may have been caused by the student’s misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

Students should be aware that state law requires school officials, teachers, and appropriate law enforcement officials be notified when a student of the district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

The following provides examples of major areas that could result in disciplinary action.

1. **Use of Drugs** – the sale, distribution, possession, or use of drugs, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Clinton High School students will be required to

submit to drug testing when reasonably suspected of being under the influence of prohibited substances, including illegal or controlled drugs. The consequence of violating this rule could be suspension or expulsion.

2. **Use or Possession of Alcohol** – the Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she has individualized reasonable suspicion to believe a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other staff member present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.
 - First time offenders will receive a three day out of school suspension.
 - Second time offenders will receive a five day out of school suspension.
 - Third time offenders will receive a ten day out of school suspension. In addition the offender will be taken to the Clinton Board of Education for expulsion consideration.Students who take the test and test negative will experience no negative consequences.
3. **Use of Tobacco** – smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. Violations of this rule could result in suspension or expulsion, loss of open campus privileges, and reporting to local law enforcement.
4. **Student Disorder/Demonstration** – students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, he/she is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.
5. **Possession of a Weapon** –a weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is represented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law requires that a student be permanently expelled from school, subject to a petition for possible reinstatement if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
 - A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm.
 - Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)
6. **Use of an Object as a Weapon** – any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to discipline up to expulsion.
 7. **Knowledge of Dangerous Weapons or Threats of Violence** – because the Board believes students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the

Principal. Failure to report such knowledge may subject the student to discipline up to expulsion.

8. **Purposely Setting a Fire** – anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony, and will subject the student to discipline up to expulsion.
9. **Physically Assaulting a Staff Member/Student/Person Associated with the District** – physical assault at school against a district employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to discipline up to expulsion. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.
10. **Verbally Threatening a Staff Member/Student/Person Associated with the District** – verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
11. **Extortion** – extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
12. **Gambling** – gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
13. **Falsification of School Work, Identification, Forgery** - forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
14. **False Alarms, False Reports, and Bomb Threats** – a false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
15. **Explosives** – explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
16. **Trespassing** – although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
17. **Theft** – when a student is caught stealing school or someone's property, he/she will be disciplined and may be reported to law enforcement officials. Theft may result in suspension or expulsion.
18. **Disobedience** – school staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
19. **Damaging Property** – vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion. Restitution may also be required.
20. **Unauthorized Use of School or Private Property** – students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.
21. **Refusing to Accept Discipline** – the school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual

discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

22. **Aiding or Abetting Violation of School Rules** – if a student assists another student in violating any school rule; they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.
23. **Displays of Affection** - students demonstrating affection between each other are personal and not meant for public display. Holding hands is appropriate but all other forms of touching, petting, or any other contact that may be considered sexual in nature are not allowed. Such behavior may result in suspension from school or possibly expulsion.
24. **Possession of Electronic Equipment** – most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, “boom boxes”, portable TV’s, electronic toys, laser pens, and the like without the permission of the Principal. CD players, MP3 players may be listened to in the building ONLY during a student’s lunch period between the hours of 8:00 am and 2:55 pm.

Electronic Equipment (Cell Phone)

A student may possess a cellular telephone in school, on school property, at after school activities and at school-related functions, provided during school hours and on a school vehicle the cell phone is not seen or heard. If a student does not comply with this rule, the cell phone will be taken to the Principal’s office and a parent will need to pick it up. Students will respect any request to turn cell phones off during a school sponsored activity. Also, during school activities, when directed by the administrator or sponsor, cell phones shall be turned off and stored away out of sight. Cell phones may be used in the building before or after school hours. Students MUST GO OUTSIDE to use their cell phone during lunch.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. **At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.**

Unauthorized electronic equipment or electronic equipment that is seen or heard during school hours will be confiscated and disciplinary action may be taken. Violations of this rule could result in suspension or expulsion.

25. **Violation of Individual School/Classroom Rules** – each class has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.
26. **Violation of Bus Rules** – transportation is provided to students as a privilege. Parents are encouraged to discuss with their children appropriate behavior that is to be observed while riding the school bus. It is important parents and students realize the driver’s first obligation is to operate the school bus safely; therefore, student discipline problems cannot be tolerated. Students who cannot comply with bus rules will be refused bus service.
27. **Disruption of the Educational Process** – any action or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
28. **Harassment/Bullying/Hazing** – harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors. Any student that believes he/she has been/or is the victim of harassment should immediately report the situation to the teacher, the counselor, or the Principal. Complaints will be investigated in accordance with AG5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Bullying can be physical, verbal, psychological, or a combination of all three.

- Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Harassment

- Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the district.
- Submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions, or privileges of the district.
- The unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Hazing

- Illegal activity, such as drinking or drugs
- Physical punishment or infliction of pain
- Intentional humiliation or embarrassment
- Dangerous activity
- Activity likely to cause mental or psychological stress
- Forced detention or kidnapping
- Undressing or otherwise exposing initiates

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Sexual Harassment, may include, but is not limited to:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

DISCIPLINARY STEPS

To ensure that due process has been followed, the following steps will be adhered to for each disciplinary referral received by the Principal:

1. Warning and one after/before school detention.
2. Two after/before school detentions.
3. One day in school suspension.
4. Two days in school suspension.
5. Out of school suspension (1, 3, 5, 10 day suspension)
6. Recommendation for expulsion.

Severe behavior will be dealt with on an individual basis and will depend upon the individual record of the student involved. Examples of severe behavior are: fighting, assault, possession, use or sale of illegal substances or weapons, insubordination to staff members.

Thirty Day Rule – Any student who goes 30 school days without a referral to the Principal's office will remain on the disciplinary step they were on at the beginning of the 30 day period. If a student goes 45 days between referrals, they will be taken to the next lower step of discipline. The exception to this rule is, again, severe behavior problems as defined by this handbook.

After/Before School Detention – To be served in the Principal's office from 3:00 – 3:30 p.m. or 7:30 – 8:00 a.m. Students who are late or do not attend shall be rescheduled, should the student not attend the make up date, they will be placed on the next step of the disciplinary policy.

In School Suspension – an In School Suspension is when a student is assigned to an isolated room for the entire school day. Students are to prearrange their work with all teachers so that it can be completed during the suspension time. An In School Suspension is an excused absence and, therefore, entitles the student to all make up work. **Rules for students during In School Suspension assigned time:**

1. It is the student's responsibility to get their books and assignments and report to the Principal's office before 8:00 a.m. on the day assigned
2. A student who has been assigned In School Suspension must stay in the suspension room from 8:00 a.m. – 2:55 p.m.
3. No visitors are allowed during the day.
4. Before you leave, the room must be inspected to show that it is as clean as when you entered the room, that there isn't any writing on the walls or desks, and no vandalism to the room.

Listed below are types of discipline possible and their definitions.

Informal Discipline – informal discipline takes place within the school and includes:

- Change of seating or location
- Lunch time detention
- After/Before school detention (one day parental notice is required)
- In School detention

- Saturday School -8:00 to 11:30 a.m. Assigned students will be permitted one ten minute break at 9:30 a.m. Each student shall arrive with sufficient educational materials to remain busy during this study period.

A student missing any portion of his/her assigned time in In School or Saturday School may be given an additional three and one half hour detention. Failure to timely serve an In School or Saturday School assignment may lead to a suspension from school for a period not to exceed ten days. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

The following rules shall apply to both In School and Saturday School Detentions.

1. Students are required to have class assignments with them
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed.

Formal Discipline removes the student from school. It includes emergency removal for up to seventy-two hours, suspension for up to ten school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

Students involved in co-curricular and extra curricular activities such as band and athletics can lose their eligibility for violation of the school rules.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) Therefore, students with disabilities under IDEA shall be expelled only in accordance with Board Policy 2461 and federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

DRESS AND GROOMING

The Principal shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts or shirts with less than three inches of shoulder material; attire with messages or illustrations which are lewd, indecent, or vulgar or advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing without appropriate attire underneath; attire which exposes cleavage; any adornment such as chains or spikes which reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the Principal may require the student to change his or her dress or appearance and a detention could be assigned. A second or repeated violation of this policy will result in disciplinary action.

*Certain areas of the dress code are being reviewed and may be changed.

DRUG AND ALCOHOL TESTING

In light of ongoing concerns about drug and alcohol abuse, Clinton High School students will be required to submit to drug and/or alcohol testing when reasonably suspected of being under the influence of prohibited substances, including illegal or controlled drugs and alcohol. School Board Policy 5533.

DUAL ENROLLMENT

Any student in 10th, 11th, or 12th grade may enroll in a postsecondary program providing he/she meets the requirements established by law and by the District. Any interested student should contact the high school counselor to obtain the necessary information.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian, the parent coming to the school office, or a phone call from the parent to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s). Notes should be presented to the building administrator for his/her approval first.

EDUCATIONAL PROGRESS AND HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MME test and graduation.

Homework will not be used for disciplinary reasons but only to enhance the student's learning. A student not completing regular classroom assignments will be subject to the following process in order to improve their performance.

- Academic Referral to Counselor – a student will be referred to a counselor for discussion regarding academic progress; the parents of the students will be notified and the student may be placed on a biweekly report.
- Educational Progress Conference – if there is no improvement, a meeting will be arranged with the student, parents, teachers, counselor, and Principal to discuss concerns and outline performance objectives; a performance contract will be written.
- Options Available – tutoring sessions (with teachers or another student), homework logs, bi-weekly reports, etc.
- **Removal from Class** – if the student fails to follow the performance contract, the student can be recommended for removal from the class and may face expulsion if the problem is widespread.

EMERGENCY CLOSINGS AND DELAYS

Clinton Community Schools uses the Honeywell Instant Alert System to notify parents of all closings and emergency situations.

The school will also notify the following radio and television stations:

FM	AM	Television
WLEN 103.9	WABJ 1490	Channel 10
WQTE 95	WJR 760	Channel 11
		Channel 13
		Channel 24

Parents and students are responsible for knowing about emergency closings and delays. In the case of inclement weather delaying school, Vo-Tech will be cancelled for that day only. If the school is delayed because of a scheduled professional development time (delayed start) Vo-Tech will be in session. Vo-Tech students not able to drive to school on the delayed start days should notify the building Principal so arrangements can be made for school transportation.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance area in which they live. Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring a birth certificate, custody papers from a court (if appropriate), proof of residency, and proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Students enrolling from another accredited school must have official records from the sending school in order to receive credit from that school. The building secretary will assist in obtaining the records, if not presented at the time of enrollment. Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, must include them in the process. Adult students do carry the responsibilities of both the student and parent.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District’s Compliance Officer: David P. Pray, Superintendent at 517-456-6501.

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

EXTRA CURRICULAR ACTIVITIES

CHS believes in the value of extracurricular activities. Our extracurricular activities are not limited to athletic teams. CHS recognizes participation in extracurricular activities is a privilege and not a right, therefore, all students participating in those activities will be held to academic and behavioral expectations which are in effect for the duration of the school year.

The following organized extra curricular programs are available:

Basketball – Girls’/Boys’	Cheerleading	Football
Volleyball – Girls’	Wrestling	Baseball
Softball	Spanish Club	Soccer – Girls’/Boys’
Track – Girls’/Boys’	Drama	Peer Listeners
Musical	Flag Corp	Student Government
Solo Ensemble	Bowling Club	Earth Club
Golf		

Students participating in **sports** at CHS are expected to comply with the following requirements:

- Must provide a physical card, signed by a physician, indicating an exam has been passed after April 15th of the previous year.
- Must meet and maintain academic requirements of CHS and the MHSAA.
- Must provide emergency medical information.

- An athletic student becomes ineligible for athletic competition if he/she accepts from any source anything for participation in athletics other than the regular school awards or trophies.
- Participants in all extra curricular activities are expected to maintain good conduct at all times and are to abide by all training rules and codes of conduct established and presented in writing by their coaches/advisors.
- Suspension from school includes suspension from extra curricular activities. The use and/or possession of illegal narcotics, tobacco, or intoxicating beverages are prohibited.
- Any student who quits an activity must meet with the coach/advisor to discuss their decision. Any student who does not follow this procedure will be ineligible to participate in another activity.
- Students are encouraged to ride to and from all away activities on school provided transportation. If it becomes necessary for a student to ride with their parents, the procedure must be followed:
 1. Notification in writing or by phone must be made to the AD or Principal before the bus departs for the activity
 2. Personal contact by the parent with coach/advisor must be made before the student leaves the site of the away activity
 3. The coach/advisor will ask the parent to fill out a form before leaving. If a student will be riding with the parents of another student, both parties must provide written documentation. Failure to follow this procedure could result in the loss of further privileges of this type.

Cardinal Rule – Students participating in any extra curricular activity at CHS are expected to comply with the following rule: No student participating in extra curricular activities shall use or be involved in the use of an alcoholic beverage, drugs, or tobacco products.

This rule will be in effect for all participants, at all levels (7 through 12). Athletes who only participate in one or two sports are accountable for this rule even when they are not involved in a sport. Violation of this rule by an athlete not in a sport will be punishable during the next sport in which the athlete participates.

Any student who has violated an extra curricular code shall be dealt with in the following manner:

1. **First Offense** – mandatory 1/3 of the season suspension. The number of events missed will be determined by the number of **dates** of participation. Scrimmages are considered practices, not a schedule event. The suspension will start when the athlete is physically and academically eligible. Dates cancelled because of weather will not count as part of the suspension unless those dates are made up later against the same teams. If the violation occurs with less than 1/3 of the season remaining, the rest of the suspension will be served in the next season of participation. The suspension will be pro-rated if the number of events is different in the two sports. If the violation involves drugs and/or alcohol, the athlete will be required to complete a drug/alcohol assessment. The athlete will also serve ten hours of community service within the Athletic Department. The athlete will be placed on probation.
2. **Second Offense** – second violation will carry with it an immediate suspension from athletic participation for one calendar year.
3. **Third Offense** – should a student have a third violation, he/she will not be able to participate in any extra curricular activity for the remainder of their school career. Activities involving no contests but a limited number of activities will be left to the Principal and advisor to determine the number of activities, which are appropriate punishments.
4. The disciplinary action listed above should be considered the minimum. If the circumstance warrants, more severe disciplinary action may result.
5. If the individual informs the administration and/or athletic director about the violation before the school is notified from an outside source, the punishment will be reduced by half. This opportunity is only available on the first offense and only one time.
6. The coach or advisor may impose additional penalties but they cannot involve lack of playing time.

7. A flagrant violation of school and/or athletic rules may result in a penalty greater than those listed above.
8. Coach's rules, which are approved by the athletic director and given out at the beginning of the season, will also be enforced. Parents will be notified when their son/daughter has violated a coach's rule that could lead to suspension
9. Information such as, but not limited to, pictures and written accounts found on the internet can and will be used when determining violations of athletic rules.

Due Process:

1. When a violation is alleged, the participant in question will meet with the athletic director and/or Principal. The participant will have the opportunity to answer questions about the alleged violation.
2. Upon determination by the athletic director and/or Principal that a violation has occurred, the appropriate discipline will be imposed.
3. Written notification will be furnished to the parent of the violation and the punishment.
4. The participant and/or their parents may appeal the decision to the superintendent of schools.

Eligibility - All students must be enrolled in a minimum of 20 credit hours during the school year. Twenty credit hours are equal to four classes per day. Academic eligibility will be determined by the grades received by the student at certain times during the school year. Those times include progress reports, nine-week marking periods, and final semester grades.

- Any student with two or more F's at a progress report or nine-week marking period will be ineligible from all contests for two and one half weeks starting Monday after grades are reported. Grades will be rechecked after two and one half weeks. If the athlete no longer has two F's, they will become eligible immediately. If they still have two or more F's, they will remain ineligible until the next monitoring period. This includes the last nine weeks of the first semester and the last nine weeks of the second semester. This means that a student who receives two or more F's on the last nine weeks of the second semester would be ineligible for two and one half weeks of the fall sports season. It may be possible to earn nine weeks credit at summer school. It is the responsibility of the student to see the Athletic Director to pick up a grade check form and return it by the end of the day.
- If the athlete has two or three semester F's, they will be ineligible for four and one half weeks. This applies to both semesters. If this occurs at the second semester, the athlete has the opportunity to earn credit at summer school, thereby gaining eligibility at the beginning of the next semester.
- If the student does not pass 20 hours of credit during the semester, they are ineligible for the entire next semester. This is a Michigan High School Athletic Association rule. If this occurs during the first semester, the athlete cannot participate during the second semester. If it occurs during the second semester, the athlete can go to summer school to pick up the needed credit.
- Athletes who are ineligible may practice with the team with parental permission.
- Scrimmages are considered practices, not scheduled events.

Good Sportsmanship Code – high school students should set a good example in the matter of sportsmanship and quickly condemn unsportsmanlike conduct on the part of other students or adults. To this end they should:

1. Remember that a student spectator represents his school the same as does the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleaders for yells in support of the team.
4. Disapprove of any abusive remarks on the part of the visiting team.
5. Learn the rules of the various athletic games so that either as spectators or critics they will be intelligent.
6. Accept decisions of officials without question.
7. Disapprove of rough play or poor sportsmanship on the part of players representing the school.

8. Recognize and applaud an exhibition of fine play or good sportsmanship on the part of the visiting team.
9. Be considerate of an injured player on the visiting team.
10. Insist on the courteous treatment of the visiting team as it passes through the streets or visits the local building.
11. Acquaint the adults of the community and other pupils with the ideals of sportsmanship that are acceptable to the high school.
12. Impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests.
13. Advocate that any spectator who continually evidences poor sportsmanship be requested not to attend future contests.
14. Insist on fair, courteous, and truthful accounts of athletic contests in local and school papers.
15. Encourage the full discussion of fair play, sportsmanship, and school spirit.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a public address system announcement.

FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following rules apply to all fundraisers:

- Students are not to interfere with other students participating in other activities in order to solicit funds.
- No house-to-house canvassing is allowed by any student for any fundraising activity without proper approval beforehand.
- Any fundraiser that requires students to exert themselves physically will be monitored by a staff member.
- No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

No student is permitted to sell any item or service not associated with a school fundraiser in school without the approval of the Principal. Violation of this may lead to disciplinary action.

GRADES

CHS has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher. The school uses the following grading system:

4.0	A+	97-100			
4.0	A	94- 96	1.6	C-	70-73
3.6	A-	90- 93	1.3	D+	67-69

3.3	B+	87- 89	1.0	D	64-66	
3.0	B	84- 86	0.6	D-	60-63	
2.6	B-	80- 83	0.0	F	59- 0	FAILURE
2.3	C+	77- 79		I		Incomplete*
2.0	C	74- 76		W		Withdrew

*An Incomplete grade is issued in cases where illness, emergency, or prearranged absences has prevented the student from completing his/her assignments. An Incomplete on the report card becomes a Failure (F) two weeks from the date it is issued unless otherwise designated by the teacher. Make up work is the complete responsibility of the student.

Grade Point Average – To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial credit courses, use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods – Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term. In addition, Progress Reports are provided at the 4 ½ week point of the marking period.

Honor Roll(s) – CHS will recognize student and academic achievement with two Honor Rolls every nine weeks. Principal's Honor Roll recognizes students with all A's (A- included). The Honor Roll is for students achieving a 3.0 GPA with no D's or F's.

Redskin Rewards

Gold Card requirements are 3.8-4.0 GPA; no D's or F's in any class; no referrals and no more than two tardies in any one class. Rewards are: all dances free*, home athletics free, field trip after third marking period**, lunch with the Principal, eligible for a drawing at end of year; \$10.00 off prom if card is earned during that time.

Silver Card requirements are 3.0–3.79 GPA; no D's or F's in any class; no referrals and no more than two tardies in any one class. Rewards are: half off admission to dances; home athletics free, ice cream party, eligible for drawing at end of year.

*Must present card at the door to receive free or reduced admission.

**To be eligible for the field trip, students must qualify for a Gold Card at least one of the three marking periods and must have at least Silver Card status for the other two marking periods.

GRADUATION REQUIREMENTS

24 credit hours are required for graduation. Normally a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits.

Course requirements are:

Classes of 2008, 2009, 2010

English	4.0 Credits
Mathematics	2.0 Credits
Science	2.0 Credits
PE/Health	1.0 Credits
Social Studies	3.0 Credits
Language/Arts/Vocational	2.0 Credits
Computer Education	1.0 Credit

Classes of 2011 and beyond*

English	4.0 Credits
Mathematics	4.0 Credits
Science	3.0 Credits
PE/Health	1.0 Credits
Social Studies	3.0 Credits
Visual Performing & Applied Arts	1.0 Credits
Computer/On Line Education	1.0 Credit

Class of 2014 and beyond

World Language	2.0 Credits
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* With the class of 2011 specific classes will be required in some sections. See the Course Description Book for these requirements.

A maximum of four credits may be earned in Physical Education, Vocal Music, or Band individually.

Vocational Education courses and co-op will be given three hours of credit. Work Experience will be given two hours of credit.

Students can earn credits outside of CHS through the following sources and must have Principal, parent, and counselor approval. The student will incur all transportation and/or tuition costs. **NO CREDIT CAN BE EARNED THROUGH OUTSIDE INDIVIDUAL TUTORING.**

- Summer School – ½ credit per class
- Summer Vo-Tech – ½ credit per class
- Night School – ½ credit per class
- Correspondence Course – ½ credit per class
- On-line course*

*Maximum of two total credits through on line and correspondence courses combined.

Students take a minimum of seven units per semester. Special exceptions will require counselor, Principal, and parental approval.

Eight semesters of full time attendance are required to complete requirements. However, in the interest of meeting individual needs of certain students, exceptions will be allowed. The seventh and eighth semesters of high school may provide many benefits to the student in the areas of academics, social, and maturity. Therefore, the school is providing a means whereby the academically talented and/or highly motivated student may avail him/herself of opportunities of enrichment and/or advanced study while a senior at CHS. Six semesters of full-time attendance may be considered provided the following requirements are met:

- The student must meet all of the requirements for graduation. Course work at Clinton High School will take priority over college enrichment courses. The school will not waive any of the specified courses.
- The high school counseling department must be involved in the development and approval of the program after which it will be acted upon through normal administrative channels.
- The parents must fully understand the course enrollment requests and the academic direction it is leading the student and must give complete approval as well as assume any financial responsibilities incurred, including transportation. Seniors could qualify for some reimbursement of tuition through the State of Michigan Dual Enrollment Program. See the counselor for information.
- The student must be accepted in a recognized program at an accredited higher education institution, where in the opinion of school officials and officials of the higher institution the student is likely to realize success.
- Students who do not meet all of the above mentioned graduation requirements will neither receive a diploma nor participate in graduation exercises.

Transfer students shall be awarded credit according to the requirements of the previous school attended for the specific year in attendance. A senior transfer student may be able to graduate under the graduation requirements of their previous school at the discretion of the Principal and the counselor.

Students not enrolled at Clinton High School their senior year may request participating in CHS's graduation ceremony if the following criteria are met:

- The student must have attended CCS for a minimum of five years.
- The student must have been enrolled at CHS for a minimum of one school year.
- The student must provide documentation they have been attending some other educational institution **and** this institution **does not** issue its own diploma or certificate of graduation.
- The student must meet the graduation requirements of CHS.
- The student must notify CCS at least nine weeks prior to graduation of their desire to participate in the graduation ceremony. Upon satisfactorily completing the above

requirements, the Principal, counselor, and any other CCS employees with specific knowledge of the student making the request will approve or disapprove the request.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the building secretary.

INDEPENDENT STUDY COURSES

CHS offers independent study courses in areas that are not available within the regular course offerings. Guidelines for independent study courses include but are not limited to: availability of a teacher to monitor the course; ability of the teacher to provide a curriculum; and whether or not the course requested is an extension of an area the student has exhausted in the existing curriculum. All independent study courses are subject to counselor/principal/teacher approval. Independent study courses are open to juniors and seniors only.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go with a pass to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

LIBRARY RULES AND REGULATIONS

The library is open from 8:00 a.m. until 3:15 p.m. and is a special area designated to provide a quiet and pleasant atmosphere for reading, research, browsing, and study. The primary rule of the library is: Always be considerate. This applies to all that use the library. Food and drink are not allowed in the library. Personal grooming activities should be accomplished outside the library.

All students who come into the library during class hours are expected to present a pass at the library circulation desk unless they are accompanied by a teacher. The pass should indicate if the student is expected to return to class before the end of the hour. Teacher aides are subject to the same rules regarding passes to the library.

Books may be checked out for two weeks and renewed if necessary. Most magazines and vertical file materials may be checked out overnight or for longer, depending on specific need. Reference books may be checked out only for overnight (after school until 8:10 a.m. the next day). There is no fine for overdue materials; however, users are expected to pay replacement costs for lost materials.

LOCKERS

Lockers are assigned at the beginning of each school year. They are the property of the school, loaned to the student, and as such should be kept clean and neat. They are subject to inspection at any time.

Money or other valuables should not be left in lockers. Do not give your locker combination to other students at any time. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, and electronic equipment are tempting targets for theft and extortion. The school will not be responsible for their safe-keeping and will not be liable for loss or damage.

LOST AND FOUND

The lost and found area is in the High School Office. Students who have lost items should check there and may retrieve their items. Unclaimed items are given to charity.

LUNCH HOUR RULES

Due to concerns regarding our open campus at lunch times the following rules have been made to address the safety and supervision of students to areas on or around CHS:

- Access to the student parking lot during lunch periods is limited.
 1. The general student population is not allowed in the parking lot unless they must leave for dual enrollment, co-op, or work experience.
 2. Students who go home for lunch and who live south of the school may walk through the parking lot provided they adhere to the requirements listed in “B” below.
 3. The rear doors of the building which exit to the parking lot should not be used by students during school hours from 8:00 a.m. – 2:55 p.m. unless they have permission from a staff member.
- Students wishing to walk home for lunch must:
 1. Have a note from their parent.
 2. Have a parent at home with the student during the lunch period.
 3. Must not have other CHS students in their home during the lunch period.

Students who violate these procedures will be subject to disciplinary action.

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.50. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school’s cafeteria. Applications for the school’s Free and Reduced Meal Program are available from the Food Service Supervisor.

MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- Parents should, with their physician’s counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form must be filed with the respective building principal’s office before the student will be allowed to begin taking any medication during school hours.
- All medications must be registered with the Principal’s office and will be properly secured.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician’s written instructions and the parent’s written permission release.
- **Asthma Inhalers** – students with appropriate written permission from the physician and parent may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.
- **Over the Counter Medications** – Parents may authorize the school to administer a non-prescribed medication using a form that is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child be allowed to keep the nonprescription medication on their person. If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school’s Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

NATIONAL HONOR SOCIETY

National Honor Society membership is based on: scholarship, character, service and leadership. Scholarship is based on a 3.6 or better grade point average after a minimum of three high school semesters. Students who qualify academically are invited to submit an application for membership. The Clinton NHS faculty council then reviews the applications and determines the new members. Members of the National Honor Society are expected to maintain the four qualifications that were the basis for their membership. The dismissal procedure involves a verbal warning, a written warning, and/or review by the faculty council.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No nondistrict-sponsored organization may use the name of the school or school mascot.

OFF CAMPUS EVENTS

Students at school sponsored off campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school sponsored off campus events.

PASSES

A student must have a pass whenever he/she goes from one room to another during class from their teacher.

PROFANITY

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

Freshman	0 to 5 Credits
Sophomore	6 to 10 Credits
Junior	11 to 16 Credits
Senior	17 or More Credits

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

SAFETY CONCERNS

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in school hallways of district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student’s needs and available class space. Any changes in a student’s schedule should be handled through the Counseling Office. It is important to note some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

SCHOOL DAY

The CHS day is organized in the following manner:

1 st Hour	8:00 – 8:50	4 th Hour	11:15 – 12:05
2 nd Hour	8:55 – 9:45	B-Lunch	11:35 – 12:10
3 rd Hour	9:50 -10:40	5 th Hour	12:10 - 1:05
4 th Hour	10:45 -11:35	6 th Hour	1:10 - 2:00
A-Lunch	10:40 -11:15	7 th Hour	2:05 - 2:55

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student’s consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student provided locks, each student must provide the lock’s combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students’ privacy rights will be respected regarding any items that are not illegal or against school policy.

Search of a student’s person or intimate personal belongings shall be conducted by a person of the student’s gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them.

SIGNING OUT OF THE BUILDING

If a student must leave school at anytime during the day due to illness, appointments, etc. they **must** provide the office personnel parental permission in the form of a note or phone call **before** checking out of school. This check out procedure is then completed by the student signing the “Sign Out Sheet” with their name, time of departure, and reason for signing out.

If a student does not properly sign out, all missed class periods shall be recorded as **UNEXCUSED**. It is very important that each student’s emergency medical form contain telephone numbers where parents can be reached during the school day and any additional names and phone numbers of persons whom the school may contact in case of an emergency or a “check out” situation during the school day. This includes students who have attended the Vocational Center during the morning session. They **must** check out through the main office if they plan on being absent during the afternoon session.

Students will not be excused from classes to leave the school grounds without the permission of the Principal and parent. The Principal, acting in “loco parentis”, may grant permission in an unusual circumstance for a student to leave the school grounds. If students go home for lunch and know they will not be returning to school, the student must sign out before they leave for lunch.

SPECIAL EDUCATION

CHS provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Special Education at 517-456-6501.

STUDENT CONCERNS AND SUGGESTIONS

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to the Principal. When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal.

STUDENT FEES, FINES, AND CHARGES

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT RECORDS

Many student records are kept by the teachers, counselors, and administrative staff. There are two basic kinds of records – directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. Directory information includes: student name, photograph, date of graduation, awards received, honor rolls, scholarships, and participation in officially recognized activities and sports; height and weight, if a member of an athletic team.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate, subject to limited exceptions. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information in a student’s record that originates from an outside professional or agency may

be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the superintendent in writing, stating the records desired. The records will be collected and an appointment will be made within forty five days of the request with the appropriate persons present to answer any questions there may be.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, and banners; and audio and video materials. All items must meet the following school guidelines:

- A material cannot be displayed if it:
 1. Is obscene to minors, libelous, indecent, or vulgar.
 2. Advertises any product or service not permitted to minors by law.
 3. Intends to be insulting or harassing.
 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty four hours prior to display.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building administrator.

STUDENT WELL-BEING

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

- State law requires all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.
- Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

SUSPENSION DEFINITIONS

- **Long Term or Expulsion** – When a student is being considered for long-term suspension (more than 10 days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:
 1. The charge and related evidence
 2. The time and place of the Board meeting
 3. The length of the recommended suspension or expulsion
 4. A brief description of the hearing procedure
 5. A statement that the student may bring parents, guardians, and counsel
 6. A statement that the student may give testimony, present evidence, and provide a defense
 7. A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

- **Short Term** – When a student is being considered for a suspension of 10 days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension. When a student is suspended, he/she may make up work missed while on suspension as well as after the return to school. Any learning that cannot be made up such as labs, field trips, skill practices or any learning that the student chooses not to make up may be reflected in the grades earned.
- **Teacher Initiated** – A teacher may suspend a student from class, subject, or activity for up to one full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the Principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, a counselor, psychologist, or social worker shall attend the conference. The Principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the Principal.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, he/she is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 10 minutes shall be disciplined by the teacher. Students who are more than 10 minutes late will be considered absent for that instructional period.

Students who are tardy shall be disciplined as follows:

First – Warning

Second – Warning

Third – ½ Hour Detention/Parent Contact

Fourth – 1 Hour Detention/Parent Contact

Fifth – In School Suspension/Parent Conference

Sixth – Full Saturday School/Parent Contact

Seventh – Out of School Suspension

Out of School Suspension will be given for all tardies after seven.

TELEPHONE USAGE

Office telephones are to be used for personal calls and the student must obtain a pass from their teacher to come to the office to use the phone. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

TESTING OUT OF A CLASS

Students wishing to advance through a sequence of classes may omit a class in the sequence by “testing out” of a lower level class. This process is accomplished by making a formal request by the end of a school year for a class the student wishes to take the following school year (e.g. a student wishing to test out of English 10 must request to do this the year they are taking English 9). The student must come in the week before school starts to take the final exam of the class they wish to not take. If the student receives a “C+” or higher on the final exam, they will be allowed to take the higher level course in the sequence. No credit is given for testing out of a class, only advancement to a higher level class.

VISITORS

Parents are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Principal.

VO-TECH

All students in the 11th and 12th grades are encouraged to explore the course offerings at the Vocational Center. Pamphlets describing the curriculum are in the Learning Resource Center and are available in the Counseling Office. Once a year all tenth grade students and new students are taken by bus to visit the Lenawee Vo-Tech Center.

How to apply:

1. Contact your counselor
2. Complete an application
3. Return application to the guidance office.

Class time at the Vocational Center is 2 ½ hours. The remainder of the day will be spent at your home school. Students earn three credits per year for this time.

For a complete list of course offerings, please contact the counseling office for a course description guide.

WITHDRAWAL FROM SCHOOL

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

WORKING PERMITS

Students over 14 and fewer than 18 years of age may not be employed without a working permit issued by local school authorities. Working permit blanks may be obtained from the Guidance Office. The “Offer of Employment” blank must be filled out by the employer and the student. Return this form to the office and the working permit will be issued and signed by either the Guidance Office or the Principal. One copy of the permit must be taken to the employer before you start work. It is unlawful for you to be employed without first securing your work permit except in the following instances: newspaper carriers,

domestic work, farm work, work in a business owned and operated by a parent, or employment by a non-profit camp or recreation program.