



Clio Community High School

2022 - 2023

**STUDENT
HANDBOOK**

1 Mustang Drive
Clio, Michigan 48420
(810) 591-4804

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DISTRICT MISSION & VISION

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

Vision: Inspire Imagination Empower the Future Achieve Personal Best

MISSION STATEMENT

Promote self-confidence, self-worth, and responsibility in all students as they achieve their goal of high school completion and beyond.

PROGRAM GOAL

Our goal is to have 100% of our students enrolled in the program complete the following:

- Successfully complete high school requirements through increasing basic academic and vocational decision making skills, and evaluating the student's educational diploma plan each year as it pertains to high school completion.
- Continue his/her education beyond high school, or obtain employment upon graduation.

SCHOOL DIRECTORY

Tim Kumar, Building Administrator	591-1447
Kelli M. Burpee, Administrative Secretary	591-1425
Ms. Bogie, School Social Worker	591-1409
Mrs. Renee Taylor, Attendance Liaison	591-1418

YEAR ROUND TEACHERS

Mrs. Babcock	591-1449
Mr. Cascarelli	591-1421
Mr. Thurlow	591-1407

PROGRAM OVERVIEW

Clio Community High School is designed to give our students the best opportunity for a true 21st century education. Philosophically, we believe that all children and adults are learners. Instructional pathways are designed to offer each student a customized program that best meets individual needs. Students are assigned an individualized schedule based on in-class performance, online attendance and activities, grades, and level of self-motivation after orientation. Student performance is evaluated weekly.

ACADEMIC HONORS

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

Highest Honors 3.75 and higher High Honors 3.50 to 3.74 Honors 3.00 to 3.4

DAILY SCHEDULE

School starts each day at 7:40 a.m. Students are dismissed at 3:10 p.m. Monday-Thursday and 11:40 a.m. on Friday. Required class attendance is subject to change based on individual student progress working from home.

Normal Day Mon - Thursday		Delayed Start	
1st Hour	7:40 - 8:30	3rd Hour	9:40 - 10:35
2nd Hour	8:35 - 9:25	4th Hour	10:40 - 11:40
3rd Hour	9:30 - 10:20	Lunch	11:40 - 12:10
4th Hour	10:25 - 11:15	5th Hour	12:15 - 1:10
Home Room	11:20 - 11:40	6th Hour	1:15 - 2:10
Lunch	11:40 - 12:10	7th Hour	2:15 - 3:10
5th Hour	12:15 - 1:10		
6th Hour	1:15 - 2:10		
7th Hour	2:15 - 3:10		

Friday		Half Day	
1st Hour	7:40 - 8:30	1st Hour	7:40 - 8:30
2nd Hour	8:35 - 9:25	2nd Hour	8:35 - 9:25
3rd Hour	9:30 - 10:20	3rd Hour	9:30 - 10:20
4th Hour	10:25 - 11:15	4th Hour	10:25 - 11:05
Home Room	11:20 - 11:40		

*Bus riders are dismissed at 2:30 on all normal and delayed start days.

*Bus riders are dismissed at 10:30 on half days.

CREDIT REQUIREMENTS BY GRADE

Six credits are required to move from ninth to tenth grade, twelve credits are required to move from tenth to eleventh grade and eighteen credits to move from eleventh to twelfth grade.

DRESS CODE

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

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

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

Our expectation is students attending school will wear clothes that:

- Provide adequate coverage of bodies and complete coverage of undergarments
- Shirts: Must appropriately cover the upper body. This includes concealing the midriff.

- Shorts: provide adequate coverage of bodies and complete coverage of undergarments.
- Skirts/Dresses: fingertip length is a threshold.
- Pants: No rips/holes on the upper leg above the 2 inch inseam.
- Do not distract from or interfere with the learning process. Due to the potential disruption, the Confederate flag is not allowed to be displayed on clothing, accessories, or otherwise.
- Can be adjusted to varying temperatures (NOTE: blankets are not allowed).
- Do not pose any safety risk to the student wearing it or to others.
- Allow for the student to see and be seen and identified, no masks (other than if worn for COVID restrictions). No head coverings in the school building (other than if worn for religious or a medical reasoning pre-approved by building administration)
- Clothing advocating, displaying, or advertising any of the following: violence; discrimination; drugs; alcohol; tobacco; intolerance of any kind; including sexual innuendo or explicit words or images (including acronyms); or that creates a disruption to the school day is prohibited.

DANCE POLICY

Admittance to Clio High School dances is limited to Clio Community High School students in the 9th - 12th grades and their guests. Under no circumstances may a middle school student attend a high school dance.

1. Procedure and expectations for guests:

- a. Students may invite guests of high school age.
- b. The guest forms may be picked up and returned to the attendance office. Students must fill out a guest form, and it must be submitted to the office at least 1 week prior to the dance.
- c. Guests must be accompanied by their Clio host student, and they may be asked to show a picture ID at the admissions table.
- d. Conduct of the guest is the direct responsibility of the host student. Guests are expected to follow school rules included in the student handbook.

2. Students leaving the dance and building will not be readmitted to the dance. Students will not be admitted an hour after the dance begins. Exceptions to this must have permission from a building administrator in advance.

3. Clio Community High School is proud of all our students who accept responsibility for maintaining appropriate and respectful decorum at school dances. Together, students, parents and high school staff resolve to support behavior (including dance “style”) that promotes CHS dances as events that are welcoming and comfortable for all students. This environment will be achieved by adherence to the following provisions:

- a. Dance style will not include “grinding,” “freak dancing” or other overtly sexually suggestive actions (ex: straddling legs or bending over).
- b. All dancing must be face to face.
- c. No inappropriate touching of any kind.

d. For the safety of everyone, dancers will maintain sufficient space on the dance floor for chaperones to circulate.

4. Every attempt will be made by the dance sponsors, the school administration, and chaperones to structure the dance in a way that encourages compliance with the provisions. If a student does not comply with the provisions, a verbal warning will be issued. If noncompliance continues after the warning, the student will be asked to leave, a parent/guardian will be contacted, and he/she may be subject to additional discipline.

5. Dress Code Regulations for Dances:

a. For ladies: Evening dress, or dress skirt and blouse, or dress slacks and blouse. No excessive exposure.

b. For gentlemen: Suit (with dress pants, dress shirt, and tie), tuxedo, or sports coat, dress shirt, dress slacks (tie recommended). Shirts must be kept on at all times

6. Students and guests should keep in mind at all times that attending dances is a privilege and may be revoked by building administrators based upon student behavior both during the school day and while attending dances. Students that are either removed from or are prevented from entering a dance based behavioral/discipline issues or being in possession of or being determined to be under the influence of drugs, tobacco, or alcohol will not be allowed to attend any dance for the rest of the school year. If the incident occurs at the last dance of the school year, the students will not be allowed at the first dance of the following school year.

7. Seniors interested in attending prom must be in good academic standing and on track to graduate in the same school year in which they are attending prom. Seniors behind in credits or who are not on track to graduate will not be able to attend prom until the following school year.

ELECTRONIC EQUIPMENT – CELLPHONES, IPODS, MP3S, ETC.

All cell phones must be out of sight and NOT in use during class time. If a phone is visible (even if off) or in use during class, it will be taken and turned in to the office and subject to the guidelines below. This policy also disallows students from using a cell phone, an Apple Watch, or any similar device for non-educational activities including but not limited to: reading/sending messages, posting/checking social media, playing games, or listening to music (even if the device is out of sight). Students that have left class during class time and are using their phones will also be in violation of this policy.

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

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

1st Offense – Device is confiscated and sent to the office. The student may pick up his/her device from an administrator at the end of the day. Parents/Guardians will be contacted.

2nd Offense – Device is confiscated and sent to the office for pickup at the end of day or if after lunch, turned in again the next morning for pickup at the end of that day by a parent or guardian.

3rd Offense – Detention assigned. Device is confiscated and sent to the office for pickup at the end of day or if after lunch, turned in again the next morning for pickup at the end of that day by a parent or guardian. Phone contract (check-in/check-out of device for remainder of semester) may be assigned and a possible social probation issued.

4th Offense: Ban of personal technology other than with school issued devices.

NOTE: Refusal to turn off and/or put away the electronic device or turn it over to a staff member making such a request will result in discipline up to an out of school suspension.

ELECTRONIC CURRICULUM

Students are engaged with the electronic Edgenuity curriculum to meet his or her academic and learning growth needs:

- **Edgenuity:** Students may also use the Edgenuity web-based learning platform. This curriculum uses professionally developed video lessons and electronic assessments to quickly move students through the Michigan Merit Curriculum. Students will receive up to two checks on assessments when notes are presented to their teacher. Teachers will review assignments appropriately based on the number of attempts and assessment results. Retakes will be given based on teacher discretion. All assessments including quizzes, tests, and exams must be completed at Clio Community High School during regular school hours.

Every student has access to both programs twenty four hours a day, seven days a week.

ENROLLMENT PROCESS

- A. Students and parents meet with the administrator and submit all required paperwork.
- B. Students must attend and complete a new student orientation process. Orientation consists of completing the Strategies For Success Edgenuity course prior to receiving the remainder of their courses for graduation. Orientation will be scheduled at the time of enrollment.
- C. Students must be in the 6th - 12th grades to enroll.
- D. Student has failed, or is at risk of failing multiple courses.
- E. Student has been recommended by the Clio Area High School Principal or CCHS Director.
- F. Parent/guardian is willing to be involved with the progress of his/her child and school activities.
- G. Student is willing to be a full time student and meet all requirements for the program days that the student has been placed in. All students will be eligible for a seat-time waiver.
 - a. All students must commit to two-way communication between themselves, their teachers or director every week.
 - b. All students begin the program with a 5-day per week commitment to ensure their successes.
 - c. Parents may discuss reducing the required attendance of their child based on individual needs if approved by the building administrator.

Non-residents and students new to the district students must submit the following documents prior to enrollment.

- A. Birth certificate
- B. Immunization records (Must be up to date.)
- C. Two Proofs of residency
- D. Transcripts
- E. Copy of the education development plan (EDP)

Students who were expelled from their district for drugs/alcohol or violent offenses may not be eligible for enrollment. Individual determinations are made on a case-by-case basis in these circumstances.

GENERAL INFORMATION

1. EMERGENCY ANNOUNCEMENTS

Emergency announcements such as alternative bus routes, delay in the starting time, or cancellation of the school day will be announced by the television and radio stations such as WEYI (Channel 25), WJRT (Channel 12), WNEM (Channel 5), WSMH (Channel 66), WFDF (910), WTAC (600), WGER (106.5), WTRX (1330), WWCK

(105.5), and WKYO (1360). Please listen to the radio as they receive the notice in advance of any other school personnel.

School Messenger is the automated communication system that is utilized to notify families of important school events, closures, delays, or other necessary information. Notifications may be received via telephone, text message, email or in any combination of the above. All notifications will be defaulted to the phone numbers provided by families to Clio Community High School, please contact the main office to make changes to your notification preferences.

2. TRANSCRIPT OF GRADES

Students who are enrolled in the Clio Community High School shall be entitled to have a transcript of grades and records sent to a prospective college, place of employment, or any other legitimate destination. After graduation, an alumnus shall be entitled to one transcript of grades and records free to be used for the purposes outlined. A \$3.00 fee shall be charged for all additional transcripts to alumni of Clio Community High School.

3. SPECIAL CONTRACTS: RECOMMITMENT

Students who habitually fail to complete the required guidelines including lack of effort, poor behavior, or poor attendance may be placed on a special contract requiring them to recommit to their success. If the recommitment plan proves ineffective, students may possibly be dismissed from the program.

4. AGE OF MAJORITY

All students, **regardless of age**, are expected to abide by the policies and guidelines of the school. Students that have reached the age of majority must follow the rules as stated in the student handbook with the following exceptions:

- A. They may represent themselves at any discipline step that requires a parent conference.
- B. They may request that correspondence be mailed to them **as well as their parents.**
- C. They may request access to their records and must give approval before access to records can be given to anyone except a school official, a parent, or police (if proper authorization is given).

5. VEHICLE REGISTRATION

Students may exercise the driving privileges as long as they use their vehicle properly. Violation will result in the suspension of driving privileges for a period of time or permanently. Every vehicle on school property must be registered in the office. Student drivers are to observe all safe driving procedures as defined by school officials and the Michigan Vehicle Code when on school property. Student drivers are not to interfere with the buses in any manner. Buses have the right of way on school property.

6. WORK PERMITS

Any minors between the ages of 14 and 18 may not be gainfully employed without a working permit issued by school authorities. Students may obtain working permits in the office. Work permits may be revoked based on a student's failure to meet weekly course work expectations.

7. TRANSPORTATION

Students may request to ride district buses as long as they live within district bus routes or provide their own transportation to attend the Clio Community High School.

OTHER INFORMATION

8. Clio Community High School courses are available twelve months of the year.
9. Students will be assigned a school issued laptop to use until they graduate. Once graduated the school computer must be returned to CCHS.
10. The computer is for school use only. The saving of personal files or changing computer settings is not permitted. If a student borrows a computer it is their responsibility to keep the computer safe and in good working condition.
11. Students are required to complete a minimum of 100 activities each week in the Edgenuity Program to remain on track with their graduation credit attainment.
12. Our academic week runs from Sunday-Saturday.
13. In the Edgenuity platform, students are required to take notes every day. These notes may be used on all tests and quizzes.
14. All assessments including quizzes, tests, and exams, are required to be taken in class; they may not be taken from home.
15. All students are required to report to the main office and sign in/out each school day.

GRADES

Report cards are issued at the end of each session's term. The grades reflect $\frac{1}{4}$ unit of credit to twelfth grade.

GRADUATION REQUIREMENTS

To graduate from Clio Community High School, a student must have:

1. Been enrolled in Clio Community High School during their final year.
2. Earned a total of twenty one credits.
3. Earned at least four credits in English.
4. Earned four credits in Mathematics.
5. Earned three credits in Science.

6. Earned three credits in Social Studies, including one credit World History, one half credit in civics, one half in credit economics, one credit U.S. History.
7. Earned one half credit in Health.
8. Earned one half credit in Physical Education.
9. Earned one credit in Visual and Performing Arts.
10. Earned one half credit in Technology.
11. Earned two credits in World Language (Class of 2016 and beyond), unless taking qualified CTE, VPA or other MDE required course alternative and one credit of World Language.
12. The remainder of the credits required for graduation are earned by completing elective coursework.

Preparing for and taking the SAT/M-STEP is required by the state of Michigan for graduation. All students must create an educational development plan, this plan is required to be updated yearly for graduation. Students may also receive unlimited summer school and other school classes as approved by the building administrator.

All student debts and fines must be paid in full in order to participate in the graduation commencement ceremony.

GRIEVANCE PROCEDURE

Should a student disagree with the actions of any teacher and/or staff member as it relates to suspensions, detention, grades or classroom discipline, the student has the right to appeal the decision to the building administrator within 24 hours of the action. The student should contact the Clio Community High School office to make an appointment.

Should a student feel that he/she is not receiving fair and equal treatment; the student has the right to petition the building administrator for a meeting about the behavior.

LUNCH AND PASSING TIME

Students are not allowed to leave the building during passing times. Students leaving the building must have a pass from the office to do so. Students will be allowed to leave for lunch. Lunch break is thirty minutes long. All other school properties and the Clio Park are OFF LIMITS during lunch. Students leaving campus during lunch must leave Clio High School grounds and may not loiter in the parking lot or outside of the building.

LUNCH POLICY

There is a two charge limit for lunch accounts. After that limit has been reached, the student will be offered an alternative meal and the parent will be contacted. The alternative meal will consist of a cheese sandwich, fruit, and milk. Students will not be denied lunch nor will any lunch inadvertently provided to a student be taken back and

discarded.

MEDICATION USE

The Clio Area School Board of Education requires a physician's written order and the parent or guardian's authorization for taking of medicinal preparations during school hours. The purpose of this regulation is as follows:

1. To allow a student to have necessary medication during the school day.
2. Prescribed medication shall be administered or allowed during school hours, if it cannot be administered at home.
3. Authorization forms are available in the general office, if a student is required to take medication during school hours.

NOTICE OF NONDISCRIMINATORY POLICY

It is the policy of the Clio Area School district that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity and in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier for admission or participation.

Any questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, and inquiries, related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Kevin Ayre
1 Mustang Drive
Clio, Michigan 48420
Phone: (810) 591-4800

or

Jennifer Reinfelder
1 Mustang Drive
Clio, Michigan 48420
Phone: (810) 591-0500

CLIO AREA SCHOOLS GRIEVANCE PROCEDURE – FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1972 SECTION 504 OF THE REHABILITATION ACT OF 1973

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

The Clio Area Schools' grievance process gives both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice, and an equal opportunity to submit and review evidence throughout the investigation;

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

- A. The grievant shall file a written complaint, stating the specific facts of his/her grievance and the alleged discriminatory act, with the Section 504 compliance officer.
- B. The compliance officer shall make all reasonable efforts to resolve the matter informally at the administrative level most immediate to the complaint.
- C. In the event the complaint cannot be resolved informally, the compliance officer will convene an informal hearing, not later than ten (10) calendar days after the filing of the complaint, at which both the grievant and the administrator responsible for the disputed action may present testimony and documents relevant to the complaint. Witnesses may be called for cross-examination. Detailed minutes of the hearing will be made and kept; a copy of the minutes will be made to each party. Within ten (10) calendar days of the hearing, the compliance officer will provide a written copy of his/her determination to both parties.
- D. The grievant may appeal the determination of the compliance officer to the Superintendent within ten (10) calendar days of the receipt of the compliance officer's determination. The appeal shall be in writing and attached to copies of the original complaint, the minutes of the hearing, and the written determination of the compliance officer. The Superintendent may, in its discretion, convene a hearing at which the parties may present additional testimony.
- E. Within ten (10) calendar days of the filing of appeal, the Superintendent shall provide both parties with a written decision.

OFF CAMPUS CONDUCT

Students representing the school or attending off campus school activities are subject to disciplinary action, if they are involved in violating school rules. This includes disrespectful behavior to school personnel or vandalism to the property of school personnel. At no point during the school day are Clio Community High School students permitted to be in the City of Clio Park.

RULES/CONSEQUENCES

ATTENDANCE PROCEDURE

Clio Community High School's reason for existence is to educate young people. To do this properly, regular activity and attendance is an absolute necessity, whether face-to-face or virtually. The school places a high priority on regular attendance and looks to parents or guardians to share in this important responsibility. We, therefore, expect parents to determine when a student should be absent from school. We feel that absences should be limited to necessities such as illness, funerals, or other reasons and that parent/guardian must inform the school of the reason for the absence within 48 hours.

- A. A parent or guardian should notify the attendance office that their child is absent on the day of the absence. This can be done in person or by telephone.
 - 1. A personal visit or telephone call to the attendance department should be made between 7:45 a.m. and 3:15 p.m. The attendance phone number is (810) 591-7577. A parental excuse will not be accepted after 48 hours of the absence.

- B. Absences will only be excused for the following reasons:
 - 1. Illness
 - 2. Recovery from an accident
 - 3. Professional appointments
 - 4. Death within family
 - 5. Required court attendance
 - 6. Such a cause may be acceptable to the building administrator or his/her designees.

- C. Policy for Excessive Absences and Parent Notification
 - 1. Clio Community High School will attempt to contact the parent to inform them of their student's unexcused absence.
 - 2. An unexcused absence is any absence that does not fall under the excused absence policy.

Students may appeal their absences to the building administrator.

D. Students signing in/out of school

1. All students must sign in the office if they arrive after the start of the school day or are returning from an appointment.
2. Students are to have a parent or designee sign them out or it will be considered an unexcused absence.

E. Any student leaving class without permission will receive an unexcused absence for the hour.

F. Tardy Statement

The arrival of a student to their 1st hour class within fifteen minutes of the final bell is considered tardy. All other classes, arrival within two minutes of the final bell is considered tardy.

Students who are more than fifteen minutes tardy arriving to school, or are more than two minutes tardy to all other classes, must report to the office to sign in and they will be marked absent. The student will then be sent to class with a pass.

Three tardies in a class will result in a detention and/or parent conference. Any further tardies will result in progressive discipline.

ATTENDANCE REQUIREMENTS

All students are expected to be in attendance at Clio Community High School each school day until a meeting between the student, parent/guardian and building administrator has taken place to approve a reduced, flexible attendance schedule. Prior to discussing a flexible attendance schedule students must attend school in person daily and complete a minimum of one hundred Edgenuity activities for at least six weeks. A school day runs from 7:40 a.m. - 3:10 p.m., except for bus riders. Bus riders are dismissed at 2:30 p.m. Any student leaving before the end of the school day who does not ride the bus must be signed out by a parent or guardian. All students must attend in person to complete all tests and exams. Completing coursework from home remains a privilege and Clio Community High School reserves the right to require attend in person on a daily basis.

Weekly Communication:

Weekly communication is an expectation as part of the attendance requirements. Each student is required to send a *minimum* of one weekly message to their home room teacher by no later than 3:10 pm on Wednesday afternoon listing both the subject and specific tasks they are working on completing for the week.

BUILDING SECURITY

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

Only the Clio Community High School entrance will be utilized for students to enter or exit our building.

DISCIPLINE

The rules and regulations that students are expected to follow are outlined in the DISTRICT CODE OF CONDUCT AND DISCIPLINE POLICY booklet. This code was adopted by the Clio Area Board of Education. If you do not have a copy of the booklet, you may obtain one in the office. Students are responsible for being knowledgeable regarding the contents of the booklet. Clio Community High School follows a progressive discipline process.

1. ACADEMIC MISCONDUCT

All plagiarism (violation of federal copyright law), cheating, falsification, tampering, and assisting others in these endeavors will not be tolerated. Plagiarism is defined as the unauthorized use of another's work and copying of work. This includes, but is not limited to the following:

- Using phrases or partial phrases that are not the author's own
- Copying / Rewriting full or partial sentences
- Using the internet to search for answers to full length questions
- Copying and pasting from internet sources
- Assisting others in these endeavors
- Using cell phones or any electronic device to capture images of any assignment or assessment, the answers, or to assist yourself or others in any way by texting, posting, or transmitting the aforementioned.

Other forms of academic misconduct that will not be tolerated include intentionally submitting blank documents or attempting to purposely bypass Edgenuity assignments.

Consequences:

- First offense: Will result in possible loss of credit on the assignment and/or resetting of Edgenuity course. Teacher will determine whether a student will lose credit on the assignment. If the teacher does allow the student to redo the

assignment, a referral will be written to an administrator. If the teacher does not allow the student to redo the assignment, the consequence will be the loss of points on the assignment.

- Second offense: Will result in loss of credit on the assignment and resetting of Edgenuity course. A referral will be written, and students will have the class closed until meeting with the building administrator.
- Third offense: Will result in loss of credit on the assignment and resetting of the Edgenuity course, students will have class closed until meeting with the building administrator and will receive a detention.

2. BULLYING AND OTHER AGGRESSIVE BEHAVIOR

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

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

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

- 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. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Any student who believes he/she has been or is the victim of bullying should immediately report the situation to the building administrator. The student may also report concerns to a teacher or other staff member who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. Reports shall be

made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, parents, guests, volunteers and contractors. Individuals may also be referred to law enforcement or other appropriate officials.

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

3. CLOSED CLASSES

Students may have their classes closed pending the outcome of an investigation and/or conference with a parent or guardian regarding violations of the Student Code of Conduct. Classes missed as a result of closed classes, will be counted as suspension days.

4. DETENTION

Students may receive detention for refusing to do class work or other minor infractions of classroom and disciplinary rules. Detention will meet three days a week (Tuesday - Thursday) from 3:10 p.m to 4:00 p.m. A teacher or school administrator will assign the day and time for the student to serve. It is the sole responsibility of the student to make sure he/she serves the detention on time. During detention, students must do class work or some other approved work. If a student chooses not to serve, he/she will be reported to an administrator for further disciplinary action up to or including a suspension. **STUDENTS MUST REPORT TO THE DETENTION ROOM (CLASSROOM E1) ON TIME.**

5. EXPULSION

The Board may suspend or expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension or expulsion.

6. HAZING

Harassment/Hazing of a student(s) by other students or any member of staff us contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State Law. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

All such reports are to be investigated by the Superintendent promptly. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the district. Students and staff have the right to attend school without fear. Students and staff have the right to file harassment charges with the director as outlined in district policy #3362.

Reporting Harassment

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

- If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal.
- If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Assistant Superintendent.

District Anti-Harassment Compliance Officers:

Jennifer Reinfelder: 810-591-7487

Kevin Ayre: 810-591-0500

7. MANDATORY SUSPENSION/EXPULSION

The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board including possession of a firearm, possession of a dangerous weapon (other than a firearm), arson, criminal sexual conduct, or physical assault against an employee, volunteer, contractor, or another student.

8. RESTORATIVE PRACTICES

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment and cyberbullying.

9. SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, or a student's automobile under the circumstances outlined below, and may seize any illegal, unauthorized, or contraband materials discovered in the search. "Unauthorized" means any item dangerous to the health or safety of students or school personnel, disruptive of any lawful function, mission or process of the school, or any item

described as unauthorized in the school rules. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

A student's **Person and/or Personal Effects** (i.e. purse, book bag, which are only allowed with special permission from the building administrator, etc.) may be searched whenever a school authority has reasonable suspicion of illegal or unauthorized materials. Under no circumstances will a student be strip searched by school personnel.

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

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

10. SUSPENSION

A student may be excluded from school for disciplinary reasons for a period of up to 10 school days by the building administrator for an offense identified in the student code of conduct if the code of conduct states the offense may result in suspension after receiving due process. Before suspending or expelling a student, building administration will consider the following:

- Student's age
- Disciplinary history
- Disability status
- Seriousness of behavior
- Whether the behavior threatens the safety of others
- Use of restorative practices
- Whether or not a lesser intervention would address behavior

OFFENSES SUBJECT TO DISCIPLINARY ACTION

This list is not exhaustive, and includes, but is not limited to:

1. **ALCOHOL**: The possession, use, or transfer of alcoholic beverages. **Proof is not required; only reasonable suspicion. (i.e. alcohol odor, dilated eyes, changes in behavior, etc.)**

2. **ARSON**: The willful and malicious burning of, or attempt to burn any building or any property of the Clio Area School District.
3. **AUTOMOBILE/PARKING VIOLATION**: The act of unsafe operation of a motor vehicle, parking in an unauthorized area, or parking an unregistered vehicle on school property.
4. **BREACH OF SECURITY**: Any breach of the security of the school may result in disciplinary action up to expulsion. Breach of security includes but is not limited to propping of doors or allowing entrance into the building or school facilities to any individual.
4. **CBD**: Students will not be allowed to possess, use, or distribute any CBD or similar products on school grounds. Students found to be in possession of or distributing (sharing) CBD on school grounds will be subject to discipline up to and including suspension and/or expulsion depending on the severity of the situation.
4. **CLOSED CAMPUS**: Leaving the school building without authorization during the student's scheduled class hours. Open campus is only in effect during the lunch period.
5. **CONTINUED CLASSROOM DISRUPTION**: To be repeatedly involved in behavior which disrupts the education process of the other students.
6. **DISRESPECT**: To insult, call derogatory names, dishonor, or in any other manner verbally abuse any member of the school staff.
7. **DISTRIBUTION OF UNAUTHORIZED PRINTED MATTER**: The act of distributing unauthorized materials on school property, including petitions.
8. **DRESS CODE VIOLATION**: The wearing of apparel which offends or disrupts the learning process.
 - **1st Offense**: Office referral, student will change clothes to align with dress code and parent will be contacted.
 - **2nd Offense**: Office referral, student will change clothes to align with dress code, parent contact along with an after school detention.
 - **3rd Offense**: Office referral and student will be issued an out of school suspension.
9. **DRUGS**: The possession, use or transfer of prescription or narcotic drugs, hallucinogens, marijuana, or other similar substances which may be harmful or have not been approved by school officials. Also included are "look-alike" drugs. **Proof is not required; only reasonable suspicion. (i.e. marijuana odor, dilated eyes, changes in behavior, etc.)**
10. **FALSE ALARMS**: The act of initiating a report; warning of a fire, bomb, or other catastrophe, without just cause.
11. **FALSE REPORTS/FORGERY**: The act of falsely reporting incidents, making false accusations, or giving false testimony to school personnel which would affect the welfare of others.
12. **FIGHTING/PUSHING/PHYSICAL ATTACK/SHOVING**: Fighting is hostile bodily contact. Physical attack is the act of physically assaulting any person. Fighting/physical attacks are prohibited on school property, on school busses, at bus stops, going to or from school, or at school sponsored activities.
13. **FIREWORKS OR EXPLOSIVES**: The act of possessing, using, or threatening to use any fireworks, explosive, or other such instruments capable of inflicting bodily injury.
14. **GAMBLING**: The act of gambling for money or valuables.

15. HARASSMENT:

Sexual: includes unwelcome sexual advances or any form of improper physical contact or sexual remark (written or verbal) or drawing.

Verbal: any speech which creates a hostile, intimidating, or offensive learning environment. This includes obscenities and threats as well as annoying someone continually, disturbing, or tormenting them persistently.

Physical: Any physical contact such as “bumping”, pushing/shoving, fighting, throwing something at someone, etc.

16. INCITING VIOLENCE OR DISOBEDIENCE: The act of taking a leadership role or giving overt encouragement to acts of violence or harassment, and/or demonstrations of protest which disrupt the normal educational process of the school.

17. INAPPROPRIATE BEHAVIOR: The act of offending against commonly recognized standards of propriety, health, or safety that is disruptive to the educational process. This also includes kissing, touching, etc. in the school.

18. INSUBORDINATION: The failure to respond or carry out a reasonable request by authorized school personnel.

19. LITTERING: The act of willfully littering on school property or on private property to and from school in an extreme or repetitive manner.

20. LOITERING: The act of being in or about any school building or in specifically restricted areas of school building at unauthorized times or without the specific authorization of the school’s personnel following directives to leave the premises.

21. OBSCENITY: The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property or school event.

22. SHAKE DOWN AND/OR STRONG ARM: The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

23. STEALING: The act of taking or acquiring the property of others without their consent.

24. SWEARING: Inappropriate slang on school property.

25. TECHNOLOGY MISUSE: The act of misusing or seeking to gain unauthorized access to information resources such as electronic mail, databases, CD-ROM’s, and other digitized information or abusing or misusing school equipment such as computers, videos, sewing machines, textbooks, etc.

26. TOBACCO AND VAPE USE

The use, possession, and or distribution (including sharing) of these devices or products on school property. Please note that there may be varying degrees of consequence for possession, use, and distribution of any illegal substance. See “CBD” on page 30 for information related to CBD and similar products.

- **1st Offense:** Office referral, and a three (3) day out of school suspension. Outside resources will be shared with parents and student for assistance in the stop of vaping. A local police agency is contacted and legal action may be taken.
- **2nd Offense:** Office referral, and a five (5) day out of school suspension. Outside resources will be shared with parents and student for assistance in the stop of vaping. A local police agency is contacted and legal action may be taken.

- **3rd Offense:** Office referral, and a ten (10) day out of school suspension. Outside resources will be shared with parents and student for assistance in the stop of vaping. A local police agency is contacted and legal action may be taken.

27. **TRUANCY AND TARDINESS:** The act of unauthorized absence or lateness to school or classes.
28. **UNAUTHORIZED SALE:** The act of selling or attempting to sell any object or substance which has not been authorized for sale by the building principal or supervisor to any person on school property.
29. **VANDALISM:** The act of willful destruction or conspiring to destroy school property or property belonging to others.
30. **WEAPONS:** The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury. (This includes pocket knives, pen knives, spiked bracelets, etc.)

UNLAWFUL ACTS ON SCHOOL PROPERTY

The above acts are not the only acts or conditions for which punishment is warranted, nor do they in any way limit the Student Handbook Disciplinary Offenses. Any unlawful act not included in the above list will result in disciplinary action.

PROGRAM PARTNERSHIPS AND OPPORTUNITIES

Clio Learning Center

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

Dual Enrollment

Dual enrollment options may be made available to students depending on students' ability to meet college entrance requirements. Local college partnerships have been established through Baker College, Mott Community College and University of Michigan-Flint. Please see an administrator for additional details or to discuss dual enrollment expectations.

Genesee Career Institute (GCI)

Students may elect to enroll in a course of study at the Genesee Career Institute (GCI) as part of the regular school program during their junior and senior years. Students must

carry a minimum of six credits in combination with their GCI credits. Permission from the principal is required to combine GCI credits and onsite credits to exceed six. Any student interested in learning more about GCI or a specific program should see the CCHS office during his/her sophomore year.