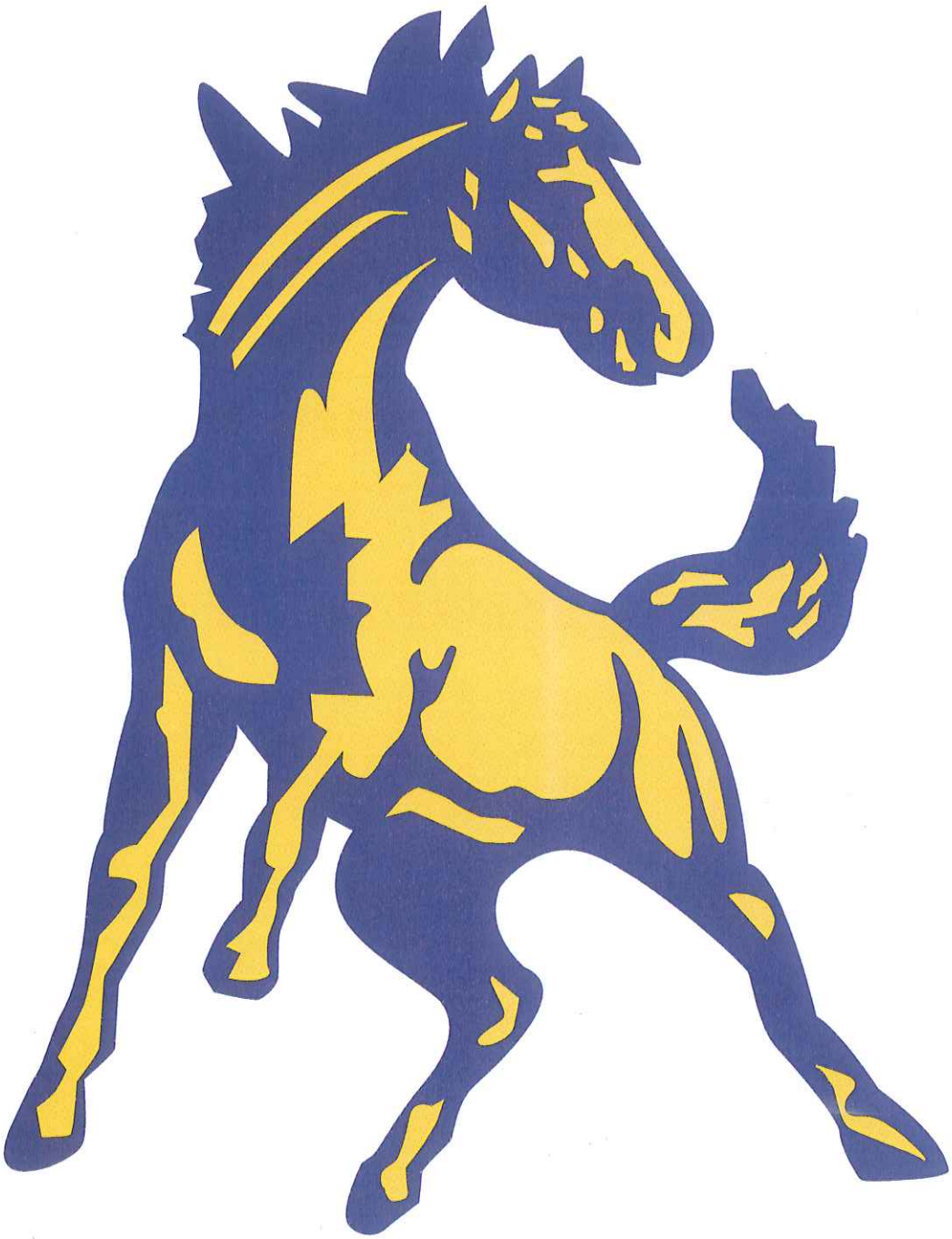
Clawson Middle School



Student Handbook

Clawson Middle School

150 John M., Clawson MI 48017

248-655-4250

Student Handbook & Code of Conduct

Revised September, 2015

General School Information

This Handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website - www.clawson.k12.mi.us - or at the Board office, located at:

Baker Administrative Center
626 Phillips
Clawson, MI 48017

The School Board governs the school district, and is elected by the community. Current School Board members are:

Jessica Bank	President
Ethan McClure	Vice-President
Kevin Turner	Secretary
Kevin Sheridan Sr.	Treasurer
Kimberly Carlesimo	Trustee
Andrea Hodges	Trustee
Thomas Reed Jr.	Trustee

The School Board has hired the following administrative staff to operate the school:

Monique Beels	Superintendent
Adam K. Schihl	Principal
Amy Reaume	Guidance Counselor
Adam K. Schihl	District Athletic Director
Marcia Young	Director of Special Education
Tammy Schadd	Director of Business
Kelly Horne	Athletic Supervisor

The school is located and may be contacted at:

150 John M.
Clawson, MI 48017
(248)-655-4250

Chapter 1 ~ Introductory Notices & General Information

1.01 Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference:
Clawson Board Policy 9150 *School Visitors*

1.02 Equal Opportunity/Nondiscrimination Statement

The Clawson School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Monique Beels, Superintendent
Clawson School District
626 Phillips
Clawson, MI 48017
(248) 655-4411

The School District's complaint procedure may be obtained from Monique Bells, Superintendent, or the District website – www.clawson.k12.mi.us

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Cross-Reference:
Clawson Board Policy 2260 *Nondiscrimination and Access to Equal Educational Opportunity*

1.03 Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Cross-Reference:
Clawson Board Policy 8405 *Environmental Health and Safety Issues*

1.04 School Volunteers

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference:
Clawson Board Policy 3120.09 *Volunteers*

1.05 Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the website, Facebook, Twitter, automated phone call, etc.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Cross-Reference:
Clawson Board Policy 8220 *School Day*

1.06 Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. Please reference Clawson School Board Policy 7440 for additional information.

1.07 Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
Clawson Board Policy *2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability*

1.08 Student Fundraising

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Cross-reference:
Clawson Board Policy 5830 *Student Fundraising*
Clawson Board Policy 9700 *Relations with Special Interest Groups*

1.09 Treats and Snacks [K-8]

Treats & Snacks [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value

1.10 Students with Severe Food Allergy or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (248) 655-4252.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available online.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

Chapter 2 ~ Attendance

2.01 Attendance

Michigan law requires that a person who has custody or control of any child between the ages of 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. A person who is found to have violated this requirement may be held to have committed a misdemeanor, punishable by a fine or imprisonment.

Cross-references:
Clawson Board Policy 5200 *Attendance*
Clawson Board Policy 5223 *Absences for Religious Instruction*
Clawson Board Policy 5230 *Late Arrival/Early Dismissal*
MCL 380.1561

2.02 Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Cross-references:
Clawson Board Policy 5200 *Attendance*
Clawson Board Policy 5223 *Absences for Religious Instruction*
Clawson Board Policy 5230 *Late Arrival/Early Dismissal*

2.03 Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
Clawson Board Policy 5223 *Absences for Religious Instruction*

2.04 Make-Up Work

Make-up work is the responsibility of the student. Students are expected to ask their teachers for the work missed during an absence. If the absence is excused, students will be given a number of days equal to the number of school days absent to complete make-up work. Homework, major projects, and tests assigned prior to the absence will be due or made-up on the day of return unless other arrangements are agreed upon with the teacher. Students or parents should call the

Counseling Office (248-655-4255) by 8:30 AM to arrange for homework assignments if the absence is projected to be **two days or longer** in duration. Requests received by 8:30 AM will be ready between 3:00 and 3:30 PM. Requests received after that will be available the next day. Students and parents are also encouraged to check with individual teachers and contact study buddies to keep current with homework and class activities.

Cross Reference:
Clawson Board Policy 5200 *Attendance*

2.05 Grading

School report cards are issued to students six times a year. Report cards are mailed at the end of the first and sixth marking periods and distributed directly to students the other marking periods. Student progress can be monitored by parents through a secure login to our student information database, Parent Connect and Student Connect. For questions regarding grades, please contact the classroom teacher.

Cross References:
Clawson Board Policy 5410 *Promotion, Placement, and Retention*
Clawson Board Policy 5421 *Grading*
Clawson Board Policy 5420 *Reporting Student Progress*

2.06 Homework

Homework is assigned as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Cross Reference:
Clawson Board Policy 2330 *Homework*

2.07 Homebound and Hospital Instruction

A student who is absent from school for an extended period of time or who has ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital.

For information on homebound or hospital instruction, contact Marcia Young, (248) 655-4416.

Cross Reference:
Clawson Board Policy 2412 *Homebound Instruction Program*

Chapter 3 ~ Student Fees & Meal Costs

3.01 Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford the fees that would otherwise be imposed may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Cross-References:
Clawson Board Policy 5513 *Care of District Property*
Clawson Board Policy 6152 *Student Fees, Fines, and Supplies*

3.02 School Breakfast & Lunch Program

Breakfast and lunch are served every school day except when there is an a.m. dismissal. A student may bring a sack lunch from home or may purchase a school lunch (by either paying daily or by pre-loading the individual's cafeteria account).

Free or reduced price meals are available for qualifying students. Application forms are included in the summer packet or can be obtained by contacting the school office.

Cross Reference:
Clawson Board Policy 8531 *Free and Reduced-Price Meals*

Chapter 4 ~ Transportation & Parking

4.01 Bus Transportation

The district does not provide bus transportation to and from school for middle school students, except if provided for in the IEP of a student with a disability.

While students are on a bus for any school-sponsored activity, they are under the supervision of the bus driver. In most cases, bus discipline problems will be handled by the bus driver. In the event a bus driver makes a written disciplinary referral, the matter will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus.
Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of student safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise and profanity are not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. In the event of an emergency, stay on the bus and await instructions from the bus driver. Do not use the emergency door unless directed to do so.
8. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
9. Do not open windows.
10. Keep the bus neat and clean.
11. Athletic footwear equipped with cleats or spikes is not allowed on the bus.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact Maggie Marvin at (248) 655-4405.

Cross Reference:
Clawson Board Policy 8600 *Transportation*

4.02 Parking

Clawson Public Schools provides parking areas for its students, staff, and any guest that may visit our campus. Persons parking in our designated handicapped parking areas must have a state issued handicapped parking decal or license plate. Any non-handicapped person who parks in our handicapped parking areas will be penalized according to the law, which could include ticketing, towing of the vehicle, or both. Students who are non-handicapped and park their motor vehicle in handicapped parking may be ticketed, have their vehicle towed, and lose their campus parking privileges.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Chapter 5 ~ Health & Safety

5.01 Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.

B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.

C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

Cross Reference:
Clawson Board Policy 5320 *Immunization*

5.02 Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

Cross-References:
Clawson Board Policy 5330 *Use of Medications*
MCL 380.1178
MCL 380.1179

5.03 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Cross-reference:
Clawson Board Policy 2411 *Guidance and Counseling*

5.04 Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross References:
Clawson Board Policy 8420 *Emergency Evacuation of Schools*
MCL 29.19

5.05 Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross references:
Clawson Board Policy 8450 *Control of Casual-Contact Communicable Diseases*
Clawson Board Policy 8453 *Direct Contact Communicable Diseases*

5.06 Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

TWO OPTIONS – CHOOSE ONE:

Nit-Free Option

4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials he/she is free of head lice.

No Live Lice Option

4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school with confirmation of treatment. The school nurse or building principal will re-examine the student's hair. The student will be re-admitted to school if no live lice are found. Periodic checks of the student's hair by designated school personnel will be done over the next few weeks to assure successful treatment. Parent/guardian should continue daily lice checks and nit removal for the next two to three weeks.

5.07 Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

Cross-reference: Clawson Board Policy 5341 Emergency Medical Authorization

Chapter 6 – Discipline & Conduct

6.01 General Building Conduct

Students shall not arrive at school before 7:00 a.m., doors open at 7:35 a.m., and classes begin at 7:45 a.m. and students are dismissed at 2:38 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, MP3 players, or cameras are permitted without permission from the principal.

6.02 School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts, shirts, or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal or school counselor will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

If a student arrives to school and is not prepared to meet this standard the following should happen:

- Students will be asked to change into more appropriate clothing,
- Students will be given the option to wear an article(s) provided by the school,
- Students can call home to have a change of clothes brought to the school.

Cross Reference: Clawson Board Policy 5511 *Dress and Grooming*

6.03 Student Discipline and Code of Conduct

Board Policy 5600 - Student Discipline provides, in part:

> 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. . . .

In this section of the Handbook, students and parents are advised of prohibited student conduct, possible disciplinary measures and procedural safeguards. It is the student's responsibility to read and understand these regulations. They will serve as a guide for disciplinary decisions at Clawson Middle School and at all functions of the Clawson Public Schools. Naturally, the Code of Conduct is by no means intended to cover every possible infraction.

The school staff and administration use the principles of Love and Logic to deal with most discipline issues. In most cases, students will be given the opportunity with adult guidance to correct the problem they have caused. For serious infractions and those that the student cannot or will not solve, one or more types of consequence can be expected. The administration reserves the right to determine the type and length of the consequence as stated in the behavior code. Clawson Middle School reserves the right to set forth as part of this Code of Conduct those rules and regulations necessary and proper for carrying out the educational programs of the school which may not be specifically stated herein, as the need arises. When, in the judgment of an administrator, a student's behavior is such that it tends to adversely influence others or interfere with the educational process or infringe on the rights of others, this behavior is grounds for suspension and possible expulsion from Clawson Public Schools. The school's discipline procedures are progressive; repeated violations of the same rule or a general disregard for the rules of the school will result in increasingly more severe consequences.

Disciplinary Measures

Violations of the Code of Conduct listed in the next section, Prohibited Student Conduct, are identified as either *major* or *minor*.

Disciplinary measures for *MINOR* violations may include one or more of the following:

1. An opportunity for the student to resolve the problem.
2. Disciplinary conference.

3. Disciplinary assignment.
4. Temporary removal from the classroom.
5. Notifying parents/guardians.
6. Withholding of privileges.
7. Seizure of contraband; confiscation of prohibited items or items used contrary to school rules and procedures.
8. In-school detention for a period.
9. Lunch detention.
10. After-school study or Saturday study provided the student's parent/guardian has been notified.
11. After-school detention.
12. In-school suspension.
13. Suspension of bus riding privileges.
14. Suspension from school and all school activities (short term; not to exceed 10 school days).

Disciplinary measures for *MAJOR* violations will include notifying parents/guardians and one or more of the following:

1. An opportunity for the student to resolve the problem.
2. Disciplinary conference.
3. Disciplinary assignment.
4. Temporary removal from the classroom.
5. Withholding of privileges.
6. Seizure of contraband; confiscation of prohibited items or items used contrary to school rules and procedures.
7. In-school detention for a period.
8. Lunch detention.
9. After-school study or Saturday study provided the student's parent/guardian has been notified.
10. After-school detention.
11. In-school suspension.
12. Suspension of bus riding privileges.
13. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
14. Referral to Youth Assistance.
15. Expulsion from school and all school-sponsored activities and events. An expelled student is prohibited from being on school grounds.
16. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity

<u>Prohibited Student Conduct</u>

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.

   MAJOR

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.

MAJOR

3. Using, possessing, distributing, purchasing, or selling:

   a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
   b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
   c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
   d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
   e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
   f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

   Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

   MAJOR

4. Possessing a "dangerous weapon" (defined by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") on school property or in a school vehicle used to transport students.

   MAJOR: Mandatory expulsion.

5. Using, possessing, controlling, or transferring any other weapon or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.

   MAJOR

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and stored in the student's locker during the regular school day unless: (a) the supervising teacher grants permission; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

   MINOR or *MAJOR: Confiscated cell phones will be kept for three school days or returned only to a parent.*

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

   MINOR

8. Disobeying rules of student conduct or directives from staff members or school officials.

   MAJOR

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

MAJOR

10. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.

    MAJOR

11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

    MAJOR

12. Being absent without a recognized excuse.

    MAJOR

13. Being involved with any public school fraternity, sorority, or secret society.

    MINOR

14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

    MAJOR

15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

    MAJOR

16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

    MAJOR

17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting."

    MAJOR

18. Tardiness to school or to a class.

    MINOR

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Weapon-Free Schools. In order to provide a safe learning environment for all children, our schools must be weapon-free.

A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle used to transport students. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

B. In addition to the above, the Board of Education, as a matter of district policy, may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, or pepper spray.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause or threaten harm to others.

Clawson Board Policy 5772 is attached here for further clarification:

Clawson Public Schools
Bylaws & Policies

5772 - WEAPONS

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

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

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. *weapons under the control of law enforcement personnel;*

B. *items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)*

C. *theatrical props used in appropriate settings.*

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

M.C.L.A. 380.1311, 380.1312(1), 380.1313
20 U.S.C. 7151
[End of Board Policy 5772]

Gang & Gang Activity

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross-references:
Clawson Board Policy 5136 *Cell Phones and Electronic Communications Devices*
Clawson Board Policy 5530 *Drug Prevention*
Clawson Board Policy 5500 *Student Conduct*
Clawson Board Policy 5520 *Disorderly Conduct*
Clawson Board Policy 5532 *Performance-Enhancing Drugs/Compounds*
Clawson Board Policy 5600 *Student Discipline*
Clawson Board Policy 5610 *Emergency Removal, Suspension, and Expulsion of Nondisabled Students*
Clawson Board Policy 5610.01 *Permanent Expulsion*
Clawson Board Policy 5611 *Due Process Rights*
Clawson Board Policy 5772 *Weapons*
MCL 380.1303
MCL 380.1311
MCL 380.1313

6.04 Bullying, Intimidation & Harassment

Bullying

School Code Section 1310b requires all Michigan schools to have an anti-bullying policy in place. This law specifies that, among other things, the policy shall include a provision stating that all students "are protected under the policy and that bullying is equally prohibited without regard to its subject matter or motivating animus."

The bullying entry in your handbook should be consistent with the District's adopted policy and should include at least the following components:

A. A statement prohibiting bullying of a pupil.

B. A statement prohibiting retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying.

C. A provision indicating that all pupils are protected under the policy and that bullying is equally prohibited without regard to its subject matter or motivating animus.

D. The identification by job title of school officials responsible for ensuring that the policy is implemented.

E. A statement describing how the policy is to be publicized.

F. A procedure for providing notification to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying.

G. A procedure for reporting an act of bullying.

H. A procedure for prompt investigation of a report of violation of the policy or a related complaint, identifying either the principal or the principal's designee as the person responsible for the investigation.

I. A procedure for each public school to document any prohibited incident that is reported and a procedure to report all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the board of the school district or intermediate school district or board of directors of the public school academy on an annual basis.

Intimidation & Harassment

Intimidation and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of intimidation or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass or intimidate another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing or intimidating conduct whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Cross-References:
Clawson Board Policy 5517 *Harassment of Students*
Clawson Board Policy 5517.01 *Bullying and Other Aggressive Behavior Toward Students*
MCL 380.1300a

6.05 Cafeteria Rules

Closed Campus Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall be assigned seats.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately;

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

6.06 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross-reference:
Clawson Board Policy 8640 *Transportation for Field and Other District-Sponsored Trips*

6.07 Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal, school counselor, or superintendent.

Cross-reference:
Clawson Board Policy 5517 *Harassment of Students*
MCL 380.1300a

6.08 Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Cross-reference:
Clawson Board Policy 5610.01 *Permanent Expulsion*
MCL 380.1310; MCL 380.1311a

6.09 Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Cross-references:
Clawson Board Policy 5516 *Student Hazing*
MCL 750.411t

6.10 Disciplinary Process

Where the act of misconduct with which the student has been charged may result in suspension or expulsion from school, Board Policy 5611 - Due Process Rights provides:

A. **Students subject to short-term suspension (10 or fewer school days):**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. **Students subject to long-term suspension (more than 10 school days) and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board or Superintendent to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board or Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board or Superintendent must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy **5610** and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01)

Chapter 7 – Internet, Technology, & Publications

7.01 Internet Acceptable Use Sign Off

The district Student Technology Agreement and Acceptable Use Policy is provided separately and is signed by each student and a parent or guardian of any minor student.

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
B. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
C. Downloading of copyrighted material for other than personal use;
D. Using the network for private financial or commercial gain;
E. Wastefully using resources, such as file space;
F. Hacking or gaining unauthorized access to files, resources, or entities;
G. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
H. Using another user's account or password;
I. Posting material authored or created by another without his/her consent;
J. Posting anonymous messages;
K. Using the network for commercial or private advertising;
L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
M. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

A. Be polite. Do not become abusive in messages to others.
B. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
C. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
D. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
E. Do not use the network in any way that would disrupt its use by other users.
F. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

A. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
B. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

A. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
B. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
C. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
D. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
E. Use of the School District's email system constitutes consent to these regulations.

Cross References:
Clawson Board Policy 2531 *Copyrighted Works*
Clawson Board Policy 7540.01 *Technology Privacy*
Clawson Board Policy 7540.03 *Student Network and Internet Acceptable Use and Safety*

.02 Non-School-Sponsored Publications/Websites

Guidelines for Student Distribution of Non-School-Sponsored Materials

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students at school or a school-related activity must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
   a) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
   b) Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
   c) Is inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language or images, or is otherwise harmful to minors; or
   d) Is reasonably viewed as promoting the use of illegal substances.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at the designated times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with the above guidelines.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross References:
Clawson Board Policy 2531 *Copyrighted Works*
Clawson Board Policy 7540.01 *Technology Privacy*
Clawson Board Policy 7540.03 *Student Network and Internet Acceptable Use and Safety*

Chapter 8 ~ Search & Seizure

8.01 Search & Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students
School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students
School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Cross-references:
Clawson Board Policy 5771 *Search and Seizure*
MCL 380.1306
MCL 380.1313

Chapter 9 ~ Athletics and Extra-Curricular Activities

9.01 Athletic Rules & Code of Conduct

Clawson Middle School offers an athletic program for all students in the 6th (some sports), 7th, and 8th grades. Approval to participate is earned by showing good citizenship and trying your best in school (see **Eligibility** below). CMS athletes are expected to set good examples for all members of our student body. Student athletes must pass a physical examination, be covered by an insurance plan or purchase school insurance, and follow the rules set forth by their coaches. The physical examination form and proof of insurance must be on file prior to tryouts and practices for a student to participate. Students who are suspended, either in or out of school will not be allowed to participate on the day(s) of suspension. Athletic insurance information and physical forms can be picked up at the school office.

Middle School Athletic Philosophy

All athletes that make a team will participate in that activity. Each sport will differ in rules of participation. Please consult your coach for details.

Eligibility for Athletics

1. The student must be enrolled in Clawson Middle School to be eligible to participate in activities.
2. 7th and 8th grade and 6th grader (in some sports) students are eligible to participate in middle school athletics.
3. The student athlete must be passing four classes at the time the sport is being played.
4. Coaches will regularly check on a player's academic standing to determine continuing eligibility.

CMS Sports Offerings

Fall	Winter 1	Winter 2	Spring
7th & 8Th Football	7th grade Boys Basketball	7th grade Girls Basketball	7th & 8th grade Baseball
7th grade Volleyball	8th grade Boys Basketball	8th grade Girls Basketball	7th & 8th grade Softball
8th grade Volleyball	7th & 8th grade Competitive Cheer	Competitive Cheer Cont.	All grades Track
All Grades Cross Country	All grades Swimming	All grades Wrestling	
All grades Sideline Cheer			

Cross-references:
Clawson Board Policy 2431 *Interscholastic Athletics*

9.02 Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, controlled substances or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze or harass other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

9.03 Equal Access for Non-School Sponsored Student Clubs

A student-initiated group may meet on school premises during noninstructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request after first determining that:

A. the activity has been initiated by students

B. attendance at the meeting is voluntary

C. no agent or employee of the District will promote, lead, or participate in the meeting*

D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school

E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

*A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

Cross-reference:
Clawson Board Policy 5730 *Equal Access for Nondistrict-Sponsored Student Clubs and Activities*
MCL 380.1299 20 USC 4701 *et seq.*

Chapter 10 ~ Special Education

10.01 Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

(1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities;

(2) Has a record of such an impairment; or

(3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Cross References:
Clawson Board Policy 2460 *Special Education*
Clawson Board Policy 2460.02 *Least Restrictive Environment Position Statement*

10.02 Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Cross Reference:
Clawson Board Policy 5605 *Suspension/Expulsion of Students with Disabilities*

Chapter 11 – Student Records & Privacy

11.01 Student Privacy Protections

Surveys by Third Parties

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

A.Consent before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the students have close family relationships;
6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine program eligibility.

B. Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Instructional Material

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Cross-References:
Clawson Board Policy 2416 *Student Privacy and Parental Access to Information*
20 USC 1232h
MCL 380.1137

11.02 Student Records

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. RIGHT TO INSPECT: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

2. RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

4. RIGHT TO COMPLAIN: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Superintendent's Office
Clawson Public School
626 Phillips
Clawson, MI 48017

6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education of the has designated the following personally identifiable information contained in a student's education record as "directory information:"

List directory information as designated by Board Policy

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7. You have 10 DAYS from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. You objections should be addressed to:

Superintendent's Office
Clawson Public School
626 Phillips
Clawson, MI 48017

Cross-references:
Clawson Board Policy 2416 *Student Privacy and Parental Access to Information*
Clawson Board Policy 5780 *Student/Parent Rights*
Clawson Board Policy 8330 *Student Records*

Chapter 12 ~ Parental Rights Notification

12.01 Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

12.02 Standardized Testing

Students and parents/guardians should be aware that students in grades 6-9 will take standardized tests as determined by the Michigan Department of Education called Michigan Student Test of Educational Progress or M-STEP. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross Reference:
Clawson Public Schools 2623 *Student Assessment*

12.03 Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school district's designated "homeless liaison" is:

Jill LaPine, (248)655-4417

Cross-References:
Clawson Board Policy 5111.01 *Homeless Students*
McKinney-Vento Homeless Assistance Act

12.04 Sex Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

Cross-References:
Clawson Board Policy 2414 *Reproductive Health and Family Planning*
MCL 380.1169
MCL 380.1170
MCL 380.1507
MCL 380.1507a

12.05 Parental Involvement (Title I)

The school annually has a meeting for all parents/guardians, which takes place on September 15 at 6:15 pm, at the middle school cafeteria.

At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/guardians may wish to become involved include:

The school provides parents/guardians with access to:

A. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
B. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
C. opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
D. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Principal.

Cross-reference:
Clawson Board Policy 2112 *Parent Involvement in the School Program*

12.06 English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Danielle Snycerski at (248)655-4250.

Cross Reference:
Clawson Board Policy 2225 *Students with Limited English Proficiency (LEP)*
Clawson Board Policy 2260 *Non-discrimination and Access to Equal Educational Opportunity*

12.07 Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Superintendent's Office
626 Phillips
Clawson, MI 48017
(248)655-4411

Notification will be given before application of the pesticide. Prior notice is not required if there is an imminent threat to health or property.

Cross-References:
Clawson Board Policy 8405 *Environmental Health and Safety Issues*
MCL 324.8316

12.08 Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all reasonable suspicion of child abuse or neglect to the Michigan Family Independence Agency.

Cross References:
Clawson Board Policy 8462 *Student Abuse and Neglect*
MCL 722.621 *et seq.*

Chapter 13 ~ General Student Information

13.02 Hall Passes

Students are allowed out of class only with the permission of a staff member and must have a hall pass. The only pass permitted (except those issued by the office) is your agenda book, with departure time and destination filled out and signed by a staff member. You can expect your teachers to monitor prior passes issued that day in determining the need for you to leave the room.
If you do not have your agenda book with you, you will not be permitted to leave the room.

As part of classroom management, teachers may develop rules concerning the number of times in a marking period you will be permitted to leave the room.

13.03 Textbooks

Students are asked to treat their textbooks with respect and care, particularly since replacement costs can be $30 - $70. A fee for damage beyond normal wear and tear or for lost books will be assessed. We strongly encourage students to use a notebook or other binder to prevent papers being stored in their texts (which loosens and breaks a book's binding). **Students and parents need to examine each book upon issuance and provide the teacher with a list of damages to the text to prevent being charged when the book is returned.** The school's cost for rebinding a text is $8.50 (as of June, 2011).

13.04 Student Lockers

Students will be assigned a locker and must abide by the following expectations:

- Use only the locker assigned to you. You are fully responsible for your locker's contents. Keep your locker combination to yourself to prevent loss of property. The school is not responsible for lost or stolen articles. Also, make sure your locker is always closed and locked.
- Any locker decorations which stick to the inside of the locker are prohibited. This includes contact paper, stickers, and any type of tape. If your locker or lock does not work properly, please notify the office.
- If you use any plastic shelf unit in your locker, you must make sure it does not interfere with the operation of surrounding lockers. Some of the shelf units are a "snug fit," and they flex the sides of your locker just enough to prevent a neighboring locker from opening or closing smoothly.
- It is your responsibility to make sure you are opening and closing your locker safely. Make sure another student's hand, head, or body is not in the way, resulting in injury.
- While the school provides you with a locker for your use, it is still considered school property. As a result, we reserve the right to check the contents of a locker for any reason, at any time, and without notice or student permission.

13.05 Locker Room Lockers

Lockers are provided for use during physical education classes. Students should provide a lock to secure their belongings. Locks should be used only on appropriate lockers as determined by the physical education teachers. Students are discouraged from leaving any money or valuables in locker room lockers.

13.06 Closed Campus

Clawson Middle School is a closed campus. Students are not allowed to leave the school grounds at any time during the school day without permission from their parent/guardian and approval of the office. Students may be released *only* to persons authorized by a parent/guardian on the emergency data card.

13.07 Elevators and Lifts

The school elevators and lifts are available to students under special circumstances. Only those students who have authorization from the office are to use these devices.

13.08 Telephone Use

Office telephones are not for general use by students, but are for emergency use only. You may use the office phone only as follows:

- If you have forgotten a book, assignment, or permission slip and have a note from your teacher.
- If you are ill (the office will call your parent).
- If a scheduled event has been changed during the course of the day.

13.09 Lost Articles

Students are reminded that all books as well as personal items are their responsibility. Clawson Middle School is not responsible for articles misplaced, lost, or stolen. School-owned materials damaged or lost will be billed to parents. Found articles are to be brought to the counselor's office.

13.10 Substitute Teachers – Student Teachers

Substitute teachers and student teachers are as much a part of our school as anyone else. Therefore, they are to be extended the respect and courtesy they deserve. Students are expected to make substitutes and student teachers feel welcome. Disciplinary consequences and/or loss of privileges may result if a student displays inappropriate behavior toward a substitute teacher.

13.11 High School Building

Middle School students are not to be in Clawson High School except under the supervision of a staff member or when attending athletic or fine arts performances. This includes before and after school. Clawson High School is not to be used as a "cut-through" by middle school students.

13.12 Printed Material and Announcements

All student announcements, posters, signs, or other posted information must be approved by an administrator or sponsor prior to the posting and/or distribution of the materials. They must also be school-related.

13.13 After-School Activities

Students who choose to remain after school must be involved in a staff-supervised activity. No student is to remain after school to wait for friends. Students not in an authorized activity must leave the building by 2:50 PM.

CMS students are welcome to attend Clawson High School athletic and fine arts events. We expect our students to be well-behaved as representatives of our school and district. Students are encouraged to attend events with parents or an adult chaperone.

13.14 Dances

CMS dances are held after school or in the evening and end at a pre-determined time. Eligibility to attend most dances is determined by a student's most-recent report card behavior grades. A student with one or more "4" or two or more "3's" may not attend a dance. Once you are admitted to a dance, you must remain until its conclusion. If you need to leave the dance early, you must bring a note from home and turn it into the office before the dance. You can also be released early if your parent comes into the dance and signs you out. *You are expected to leave the building within 15 minutes of the conclusion of any activity.* If you are not picked up on time or loiter in the building, you may be ineligible to attend future after-school activities.

If you always remember these three principles, you will be a successful and valued CMS student:

Respect Yourself

Respect Others

Respect Your School