

Clawson High School Student Handbook

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.clawsonschools.org - 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:

Andrea Hodges	President
Michael Frink	Vice-President
Kimberly Carlesimo	Secretary
Ted Verner	Treasurer
Jessica Back	Trustee
Thomas Reed, Jr.	Trustee
Kimberly Zarnick	Trustee

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

Tim Wilson	Interim Superintendent
Jacqueline Johnston	Superintendent of Business Services
Dyanne Hildebrant	Director of Special Education
Billy Shellenbarger	Principal
Kelly Horne	Assistant Principal/Athletic Director
Tone Holland	Guidance Counselor
TBD	Guidance Counselor

The school is located and may be contacted at:

101 John M.
Clawson, MI 48017
(248) 655-4200

Chapter 1 ~ Introductory Notices & General Information

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*

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:

Tim Wilson - Superintendent Clawson
School District
626 Phillips
Clawson, MI 48017
(248) 655-4411

The School District's complaint procedure may be obtained from Monique Beels, Superintendent, or the District website –

www.clawsonschools.org

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*

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property. Exceptions will be made in the case of a service animal accompanying a student or other individual with a disability where the accommodation is set forth in an IEP or Section 504 Plan. This rule prohibiting animals on school property may be 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. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks, which are kept clean. Animals shall be treated humanely. Student use of the animals shall be supervised as appropriate.

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

School Volunteers

All school volunteers, including parents, 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*

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

In most cases school is not dismissed early for a severe thunderstorm watch or tornado watch; students will be kept in school until the regular dismissal time. In the event of a weather warning or any indication of imminent danger, we may keep student beyond dismissal time until conditions improve.

Cross-Reference:

Clawson Board Policy 8220 *School Day*

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. Please reference Clawson School Board Policy 7440 for additional information.

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*

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*

Care of Students with Diabetes and Care Form

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the Building Principal at (248) 655-4202.

Implementation Comment: With changes to the eligibility factors for Section 504, most students with diabetes will be eligible for a Section 504 Plan. Please note that this handbook language appears to reflect Illinois law and its statute entitled the "Care of Students with Diabetes Act". Michigan does not have a comparable statute. Instead, Section 504 would apply. Also, the Michigan Department of Education adopted a Model Policy on the Management of Diabetes in the School Setting (November 8, 2011). That document will be of assistance to school officials.

*Link to Authorization to Provide Diabetes Care-- <http://bit.ly/1J0nDev>

1.10 Care of 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) 655-4202 .

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 on the district website at www.clawsonschools.org.

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.

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

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.

2.02 Student Absences

Attendance is the primary responsibility of parents/guardians and students. Education is the primary responsibility of schools. The school views regular attendance as crucial to maximize educational opportunities and pledges to work with families to foster punctual and regular attendance.

EXCUSED absences include:

- illness/medical appointments (with documentation)
- college visits
- required court appearances
- observance of a religious holiday
- funerals
- School absences - athletic, field trips, etc.
- other reasons acceptable by administration

Pre-arranged excused absences must be approved by administration. *The school may require documentation explaining the reason for the student's absence.*

UNEXCUSED absences include (parents will be contacted via an automated system):

- an absence without a parent/guardian call within 48 hours of absence
- arrival to class after 5 minutes of class time, without a pass
- leaving the building without prior permission from a parent/legal guardian call to the office

Any student who enters/leaves the school building without properly signing in/out will not receive excused absences and are subject to accountability by administration..

Please note that students may be asked to submit appropriate documentation - subject to administrator approval - to verify absences. Failure to provide acceptable documentation after excessive excused absences may result in referral to the Oakland School Truancy Program.

ADMINISTRATIVE PROCEDURES for ABSENCES

After 6 absences (either EXCUSED or UNEXCUSED in any one class) within a semester:

An automated phone call home, raising concern about the number of absences from school and stressing the importance of attending school, will be made. Parents/guardians are encouraged to contact Clawson High School should additional information need to be shared about student absences.

After 8 absences (either EXCUSED or UNEXCUSED in any one class) within a semester:

Contact will be made with parent/guardian with a sample copy of the Intervention Attendance Plan. The Intervention Attendance Plan will be implemented outlining potential consequences if absences exceed 10 in any class. Parents are invited to share documentation of extenuating circumstances.

After 10 absences (either EXCUSED or UNEXCUSED in any one class) within a semester:

Absences in any class that exceed 10 will result in an Attendance Failure unless documented extenuating circumstances exist. Students who attendance fail a course will earn credit, however an "X" grade is given which impacts GPA as a D-. Students who fail the course will receive an E on their transcript.

Student is placed on **Athletic and Social Probation which is defined as:** Student cannot participate in extracurricular activities or social events (sporting events, clubs, dances, Prom) until they serve 3 hours of community service through a non-profit organization - **Examples include:** Habitat for Humanity, Lighthouse of Oakland County, Salvation Army, Forgotten Harvest, Gleaners, Animal Welfare Society of Southeastern Michigan

What is the academic impact to a student on an Intervention Attendance Plan?

- If a student does not miss another hour/day and remains at 10, they have complied with the contract and they simply receive the grade they have earned in any applicable class.
- If the student breaks the contract for any reason, but they are still maintaining a passing grade in the class, an Attendance Failure designation (X) will be reflected on the student's transcript.
 - If they score a 60% or higher in the class, they obtain the credit which counts toward graduation, but but a D-/0.67 is factored into GPA with an X on transcript.
 - If a student scores below a 60% in the class, the student will fail the course and receive an E/0.00 on transcript.

ADMINISTRATIVE PROCEDURES for TARDIES

Students are considered tardy if they arrive to class within five (5) minutes after the bell sounds. A late arrival to class after the first five (5) minutes is not a tardy but an unexcused absence. It is the student’s responsibility to be aware of his/her attendance status in each class.

Number of Tardies	Accountability
6 Tardies (in any one class)	After-school detention - 1 hour
8 Tardies (in any one class)	After-school detention - 1 hour and Community Service - 3 hours - within 7 days Examples of community service include: Habitat for Humanity, Lighthouse of Oakland County, Salvation Army, Forgotten Harvest, Gleaners, Animal Welfare Society of Southeastern Michigan
10+ Tardies (in any one class)	Attendance Failure for class (If student scores a 60% or higher in the course, student receives course credit toward graduation, but a D-/0.67 is factored into GPA with an X on transcript.)

EXTENUATING CIRCUMSTANCES

Students and parents have the right to due process. When unusual circumstances exist concerning absences not covered by the above rules, parents may contact the administration. Upon notification of the failure to meet the attendance policy, the student/parents have ten (10) school days, or fourteen (14) calendar days to file an “Extenuating Circumstance Form” to the administration. The administration reserves the right to use discretion in all situations regarding the attendance policy and will make every attempt to see that the attendance policy is applied fairly and consistently for all students. The following will factor into the approval or disapproval of an Extenuating Circumstance Form: Consideration of the circumstances for the individual student, previous attendance record, occurrence(s) of unexcused absences and tardies

REPORTING ABSENCES

In the event of any absence, the student’s parent or guardian is required to call the school at **(248) 655-4242** to explain the reason for the absence. Callers need to state the student’s full name and grade, the date(s) or hour(s) of absence, the name of the person authorizing the absence, and the reason for the absence. Pupils returning to school after a *reported* absence for an approved purpose will be considered excused. Parents have 48 hours to report a student’s absence. *Parents are advised that the prime responsibility for the integrity of communications with the school rests with the student and the home.*

Students must make contact with teachers upon return to school by the end of the school day. At this time, the student and teacher will agree upon how make up work will be completed. Students are responsible for making up all assignments from excused absences. Make-up work for unexcused absences is designated by the teacher.

SIGN IN SIGN OUT POLICY

Students entering school more than five (5) minutes late must report to the Main Office to sign in and obtain a “permission to enter” pass from Mrs. Cotter. Unless tardiness is due to an approved excused absence, it will be marked as unexcused. Students who have medical/dental appointments during the school day should bring a note to the Main Office. Also, students who must leave before the end of the school day must come to the Main Office to contact a parent/guardian. *Students who do not follow this procedure will be held accountable by administration.*

PRE-ARRANGED ABSENCES

A planned absence extending over one or more school days requires a note be submitted to the administration from a parent/guardian prior to the beginning of the absence. School days missed for personal vacation time outside of the regularly scheduled vacation times will be considered unexcused unless the Attendance Office has granted approval. Approved pre-arranged absences count toward a student’s overall absence total.

INCENTIVES FOR SEMESTER GRADES

- Incentive for two (2) or fewer absences AND one (1) or fewer tardies will be a $\frac{1}{3}$ grade increase at semester (D- will be D; D will be a D+; D+ will be a C-; C- will be a C; C will be a C+, etc.)
 - NOTE: Incentive only available for students with D- or higher. An E will not increase to a D-.

Students are responsible to track their own attendance and be proactive with communicating with teachers when they miss a class to make up missed assignments/assessments.

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) for such purposes. Requested absences for religious instruction must be made in accordance with Board Policy 5223.

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 (248-655-4207) 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 on a quarterly basis. Report cards are mailed at the end of the first and second semesters. 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.

Credit Recovery is available from GradPoint throughout the school year and in summer school. Charges may apply.

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:

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*

2.08 Dual Enrollment

Effective April 1, 1996, Public ACT 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE ACT, or MME. The following table show the complete list of scores that help to qualify students for dual enrollment:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
EXPLORE	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PLAN	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	Science	Science	24
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME	Reading	Reading	1108
	Writing	Writing	1100
	Mathematics	Mathematics	1116
	Science	Science	1126
	Social Studies	Social Studies	1129
PSAT	Critical Reading	Reading	42
	Writing Skills	Writing Skills	41
	Mathematics	Mathematics	44
SAT	Critical Reading	Reading	500
	Writing Skills	Writing Skills	500
	Mathematics	Mathematics	500
ACCUPLACER*	Reading	Reading	TBD
	Comprehension	Writing	TBD
	Sentence Skills	Mathematics	TBD
	Mathematics		

3. 388.155 Rule 5 (2) The acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.

4. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, required textbook fees, and registration fees required by an eligible institution for enrollment in the course. *Eligible charges do not include transportation or parking costs or activity fees.*
7. Students who enroll in a dual enrollment course and then choose to not take the course should follow the college's process for properly withdrawing from the course during the designated time periods. If this procedure is not properly followed, the cost of the course is not covered by the high school district. The financial cost becomes the responsibility of the student/parent/guardian.

Please review the contents of this letter with your parents. If you believe you are eligible for dual enrollment, qualify for tuition and fee support, and wish to participate, contact the counseling office.

2.09 Credit for Alternative Courses and Programs

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 units of credit may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. Is capable of generating a credit or grade
2. Is delivered through the Internet
3. Has students and teachers who are separated by time, location or both
4. Contains a teacher who holds a valid Michigan teaching certificate [and who] is responsible for determining appropriate instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

Students may be limited as to the number of distance learning courses they can complete. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

Dual Enrollment Courses

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

Foreign Language

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the board. The amount of credit will be based on foreign language proficiency achieved.

Cross Reference:

Clawson Board Policy 2440 *Summer School*

Clawson Board Policy 5114 *Foreign Exchange Students*

2.10 Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to September 1st of the student's seventh semester.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal and the senior counselor before September 1st of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

Cross-References:

MASB 8440 *Early Graduation*

NEOLA 2221 *Mandatory Courses*

NEOLA 5464 *Early Completion*

2.11 Graduation Requirements/Personal Curriculum

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
 - (a) At least 4 credits in *English language arts* that are aligned with state subject area content expectations.
 - (b) At least 3 credits in *science* that are aligned with state subject area content expectations, including completion of at least biology and either chemistry or physics.
 - (c) At least 4 credits in *mathematics* that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy as described in section 1165.
 - (i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded for the purposes of this section and section 1278b.
 - (ii) A student also may partially or fully fulfill the algebra II requirement by completing a department-approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.

(iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.

(d) At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics, and a civics course.

(e) At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.

(f) At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.

(g) At least 2 credits in a language other than English, based on state guidelines.

3. A personal curriculum may be requested for the student that modifies certain of the Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

(a) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher, and the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist should also be included in this group. The teacher included in the group developing the personal curriculum shall be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in a subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group.

(b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

(c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

(d) The student's parent/legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.

(e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

(f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum under this subsection.

(g) The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the mathematics credits required and only if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school. The requirement that a student must successfully complete at least 1 mathematics course during his/her final year of high school enrollment is not subject to modification as part of a personal curriculum. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:

(i) Has successfully completed the same content as 1 semester of algebra II.

(ii) Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.

(iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as 1 semester of algebra II.

(h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:

(i) The student has successfully completed 2 credits of the social science credits, including the civics course.

(ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.

(i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.

(j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.

(k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

Cross Reference:

Clawson Board Policy 2221 *Mandatory Courses*

Clawson Board Policy 5460 *Graduation Requirements*

MCL 380.1278a

MCL 380.1278b

2.12 Testing Out

Students must notify the principal if they plan to test out prior to the start of the semester. High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C- in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
 - a. The course teacher and building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
 - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Cross-reference:

MCL 380.1279b

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 high 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 are 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 <i>Transportation</i>

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 Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
- B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must provide a written statement before a waiver is granted.

C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not yet due.

Cross Reference:

Clawson Board Policy 5320 *Immunization*

5.02 Student Medication

Taking medication during school hours or during school-related activities will be permitted only when failure to do so is likely to jeopardize 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 nonprescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.

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. No student is allowed to possess or consume any other prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

*Link to Medical authorization form--<http://bit.ly/1KGYFbu>

Cross-References:

Clawson Board Policy 5330 *Use of Medications*

MCL 380.1178

MCL 380.1179

5.03 Guidance & Counseling

A certified counselor is an integral part of the support staff at CHS. Some possible reasons to seek the counselor's services are academic planning, academic problems, career concerns, family problems, schedule requests, student-student concerns, student-teacher concerns, successes to share, or testing information. Our counselor is always happy to see you; if there is something you would like to discuss, please stop by the counseling office to make an appointment.

We also have a school social worker and a school psychologist on staff to help you when necessary. Both of these staff members also service other schools in our district. Please see your counselor or an administrator for information on contacting these individuals.

Secondary Scheduling and Requirements

1. Students must enroll in six classes each semester.
2. Schedule changes must take place within the first week of each semester.
3. A student changing into a class will enter the new class with the grade earned in the first class and attendance record up to the date of transfer.
4. To receive credit, all night-school, summer-school and online courses must be approved in advance of registration by the counselor.
5. All credits transferred from other school districts shall be evaluated by the counselor and administration and are subject to acceptance by the counseling department and principal.

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 at least 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, it may be necessary that students with a communicable disease be excluded from school or sent home from school following notification of the parent/guardian.
3. The school may provide written instructions to the parent/guardian, from an authoritative source, 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

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:

Nut-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 readmitted 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.

Cross-references:

Michigan Head Lice Manual

MASB 8515 Head Lice Policy

5.07 Emergency Medical Authorization

Each student's parent/guardian must complete the school district's emergency medical treatment authorization form. While the parent/guardian may indicate their preference of hospital, doctor, and dentist for emergency treatment, in an emergency situation the

child will be transported to the nearest medical facility able to render appropriate care. 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

Hallways are unlocked at 7:35 a.m., and classes begin at 7:45 a.m. Students are dismissed at 2:37 p.m. each day and shall exit the building by 3:00 p.m. unless they have staff authorization to remain longer. The following rules shall apply, and failure to abide by the rules may result in discipline:

- 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.
- Skateboards may not be ridden on school property.
- Water guns, play guns, and/or real guns are not permitted at school.

6.02 School Dress Code/Student Appearance

Students are expected to wear clothing that is neat, clean, and well-fitting 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 is likely to cause or 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.
- Coats, bandanas, sweatbands, and sunglasses 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 laboratories or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poor fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about the appropriateness of dress and appearance, the building principal or counselor will make the final decision.
- A 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 to discipline.

Cross Reference:

Clawson Board Policy 5511 *Dress and Grooming*

6.03

Student Discipline

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 High 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. 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 High 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.

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. Referral to Youth Assistance.
13. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
14. Suspension of bus riding privileges.
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

Prohibited Student Conduct

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, and 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 communication device (PCD), 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 should be kept powered-off and stored in the student's locker during the regular school day unless: (a) the supervising teacher grants permission; (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.; and (c) during non-instructional time during lunch and passing time.

MINOR

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 known as "sexting."
MAJOR

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, 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 bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, religion or for any other reason or no reason. The school and district will not tolerate harassing, intimidating conduct, or bullying 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 bullying, intimidation or harassment or have witnessed such activities may file a complaint or choose to discuss the matter informally with a building administrator, counselor, or teacher. 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 even if the complaint is ultimately not found to be valid.

Any student who is determined, after an investigation, to have engaged in bullying, 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 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. 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.

- In most cases, students shall be free to select the table at which they will sit.
- Students shall walk to lunch and shall be orderly during lunch.
- Students are responsible for their own trash and are expected to place recyclables in the proper container.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall follow the instructions of the lunchroom aides 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.
- Students may NOT leave the school premises for lunch.
- Students may NOT have other students bring them lunch from off campus.
- If a parent brings lunch for a student it must be dropped off in the main office.

Misbehavior will result in disciplinary action in accordance with 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 field-trip activities. Students 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 a school setting, or elsewhere, and will not be tolerated. Sexual harassment consists of an 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 is posted on the district's website and may also be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal, counselor, or the school 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."

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

Michigan law further provides that 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 interfere with the educational process, are a violation of Michigan criminal law, and are prohibited at all times. Hazing means 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.

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*

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 the messages authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Cross Reference:
PRESS 6:235, Access to Electronic Networks

7.02 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 Reference:

PRESS 7:310, Restrictions on Publications

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 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 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

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

Clawson High School offers an athletic program for all students in grades 9-12. Approval to participate is earned by showing good citizenship and trying your best in school (see **Eligibility** below). CHS athletes are expected to set good examples for all members of our student body. At athletic events, good sportsmanship on the part of the student body is as important as good sportsmanship on the part of the players who represent the school. Visitors from the other schools with whom Clawson is competing should always be treated as guests. Be sure to carry your student ID when travelling to opposing schools. When visiting other schools, Clawson students are expected to act as guests. Good sportsmanship is a tradition for Trojan fans!

If there are any questions about extracurricular activities, please contact the athletic director, 248.655.4200.

NOTICE

The Federal Government has made provision by the law to ensure that no person is discriminated against on the basis of sex. The Clawson School District reaffirms its policy to comply with Title IX of the Education Amendments of 1972 in its educational programs and activities, and in employment.

Any questions or concerns that relate to sexual discrimination in employment and student activities may be directed to the Title IX Coordinator, Superintendent, Monique Beels 248-655-4411.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

ATHLETIC ELIGIBILITY

Enrollment: The athlete must have been enrolled at Clawson High School by the Monday of the fourth week of the present semester.

Age: The athlete must be under nineteen years of age at the time of an athletic contest unless the nineteenth birthday occurs on or after September 1 of the current school year, in which case the athlete is eligible for the balance of the school year in all sports.

Physical examinations: All athletes must pass a physical exam for the current school year. The completed form must be on file in the athletic director's office prior to tryouts or practice. Physicals given after April 15, of the current year are acceptable for the following school year.

Seasons of competition: No athlete, while enrolled in grades nine through twelve, shall be eligible to compete for more than four seasons in either first or second semester. An athlete shall be limited to participate in only one sports' season when that sport, leading to a state championship is sponsored twice during the year (for example, tennis, or soccer.)

Semester of enrollment: The athlete must not have been enrolled for more than eight semesters in grades nine to twelve inclusive.

Seventh and eighth grades must be consecutive. Three weeks enrollment or participation in one or more athletic contests constitutes a semester of enrollment.

Undergraduate student: An athlete must not be a high school graduate.

Previous semester record: An athlete must pass at least four classes each semester. Clawson High School will require that students must have received a 1.8 grade-point average and have passed four classes at the end of the previous semester.

Attendance: Athletes participating in a contest must be in school for three periods of that school day to be eligible to play in the evening event. Exceptions to this rule are funeral or college field trip.

Current semester record: An athlete must be enrolled and do passing work in at least four classes every marking period. If the athlete is not passing four classes or has not maintained a 1.8 G.P.A, a weekly check will take place until the student meets the above standard, at which time the athlete will again become eligible. Athletic grade checks will take place at the time of progress reports.

Appeals Procedure: Students that passed a minimum of four classes, during the previous semester may appeal their ineligible status. The students must complete the appeals form and return it to the athletic office one week before the first competition. The appeal will be reviewed by the athletic director or administrator and a contract set up which the athlete must meet in order to maintain their eligible status. Appeal forms are available in the athletic office.

MONITORING ELIGIBILITY

Athletic eligibility is to be determined at the start of each semester from the previous semester's record and at the end of each marking period after report cards are distributed. Students not meeting the previous semester G.P.A. requirements are ineligible for the entire semester or until the deficiencies are made up and the school accepts the credit as defined by the M.H.S.A.A.

All students who are eligible at the start of a semester will be monitored at the end of subsequent marking periods. Printouts of all students who receive a failing grade will be reviewed by the athletic director.

Ineligible students may practice but may not participate in any competition (scrimmages or contests) with other teams. Any student that falls below the minimum standards will remain ineligible until the student presents a progress report showing that student is now meeting the eligibility requirements

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to tryout or practice until an acceptable signed statement of physical examination and consent has been provided.

1. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

Behavioral Conduct

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol & Tobacco

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: (1) for a medical absence pre-arranged with the coach, or (2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

MAC CONFERENCE EVENT POLICY

- No Disruptive Behavior
- No Open Containers
- No Throwing of Objects
- No Re-entry
- No Air Horns or Whistles
- No Taunting
- Pre-approved Signs Only
- Fans from Opposing Schools Stay in Designated Areas

Formatted: Number of columns: 1, Col #1
width: 8"

CHS SPORTS

Fall Sports

Varsity Girls Volleyball
Junior Varsity Girls Volleyball
Freshman Girls Volleyball
Varsity Sideline Cheer
Junior Varsity Sideline Cheer
Varsity Boys Cross Country
Varsity Girls Cross Country
Varsity Girls Swim
Varsity Football
Junior Varsity Football
Varsity Boys Tennis
Varsity Boys Soccer
Varsity Girls Golf

Winter Sports

Varsity Boys Basketball
Junior Varsity Boys Basketball
Freshman Boys Basketball
Competitive Cheer
Varsity Boys Swim
Varsity Girls Basketball
Junior Varsity Girls Basketball
Varsity Wrestling
Junior Varsity Wrestling
Varsity Hockey

Spring Sports

Varsity Baseball
Junior Varsity Baseball
Varsity Girls Soccer
Junior Varsity Girls Soccer
Varsity Softball
Junior Varsity Softball
Varsity Girls Tennis
Varsity Boys Track
Varsity Girls Track
Varsity Boys Golf

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, unless the principal approves a student's guest in advance of the event. A guest must be "age appropriate," defined as no older than 19 and not in middle school. Homeschooled students must be approved by building principal.

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 non-instructional 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 Non District-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 meaning of the Individuals with Disabilities Education Act ("IDEA"), Michigan Mandatory Special Education Act ("MMSEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational programs and services.

The school district offers all students with disabilities enrolled in the school a free appropriate public education in the least restrictive appropriate environment, as well as necessary related services.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person from birth through age 26 who has been determined by an IEP team to have one of the specified impairments that necessitates special education, related services, or both. 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 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 References:

PRESS 7:230, Misconduct by Students with Disabilities

MASB 7173 Students with Disabilities – IDEA and Section 504

MASB 8350 Student Suspension and Expulsion, Application to Students with Disabilities

NEOLA 5605 Suspension/Expulsion of Students with Disabilities

Chapter 11 – Student Records & Privacy

11.01 Student Privacy Protections

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 nonemergency, 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:

MASB 7420 Inspection by Parent(s)/Guardian(s) of Instructional Material
NEOLA 2416 Student Privacy and Parental Access to Information
20 USC 1232h
MCL 380.1137
PRESS 7:15, Student and Family Privacy Rights
PRESS 7:15-E, Notification to Parents of Family Privacy Rights

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
600 Independence Ave, SW
Washington, DC 20202-4605

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 Schools
626 Phillips Avenue
Clawson, MI 48017

(248)655-4411

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 Clawson Public Schools has designated the following personally-identifiable information contained in a student's education record as "directory information:" A. a student's name; B. date and place of birth; C. major field of study; D. participation in officially recognized activities and sports; height and weight, if a member of an athletic team; E. dates of attendance; F. date of graduation; G. awards received; H. honor rolls; I. scholarships; J. telephone numbers only for inclusion in school or PTO directories; K. other information which is generally found in directories, yearbooks, and athletic programs.

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 ten (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. Your objections should be addressed to:

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

11.02 Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) have the same privilege as their parents/guardians as it relates to access or control of their student records;
- (2) represent themselves during disciplinary conferences and be the addressee for their grade reports
- (3) sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- (4) provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

11.04 Requests from Military or Institutions of Higher Learning

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-references:

MCL 722.52

MCL 380.1139

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 grade 11 will take standardized tests as determined by the Michigan Student Test of Educational Progress and the Michigan & SAT. 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 during Curriculum Night in September.

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 hold 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.

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 the school 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 Keri Guevara 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

13.01

Drug Dogs

The use of dogs that specialize in detecting drugs may be used to search the school facilities and parking lot at any time.

13.02

Emergency Evacuations

Fire-alarm Bell

The fire alarm is sounded by long, continual ringing, on a special horn connected with the fire alarm system.

All fire drills and other emergency evacuations must be treated seriously. The following instructions must be followed explicitly:

1. All exits must be cleared to the street, so that emergency equipment may enter.
2. Teachers must lead their groups and remain with them until the recall bell is sounded. Teachers must take attendance record books with them.
3. Teachers must see that both sides of stairways and exits are used for maximum efficiency until the building is cleared. Students and teachers should be alert for possible blocking of exits, in which case directions of teachers are to be followed for substitute routes.

Evacuation Procedures

During fire drills or other emergency evacuations of the building observe the following regulations:

1. Proceed out of the building in the direction indicated by the teachers.
2. Do not run, but walk quickly.
3. Do not go to lockers.
4. Teachers are to close all windows and doors and turn off lights.
5. Keep to the right in the halls.
6. Move outside the building beyond the sidewalk areas or a minimum distance of fifty feet. At no time loiter or interfere with the flow of traffic.

Tornado Drill Procedures

Each area of the school (classrooms, labs, etc.) has posted areas where shelter should be sought in the event a tornado warning is given. Teachers are expected to assist in directing all students to proceed in an orderly fashion to the designated area. Students are expected to:

1. Follow all instructions given by the teachers or other adult supervisors.
2. Walk quickly to the designated areas.
3. Not go to their lockers.
4. At no time loiter or interfere with the flow of traffic.
5. Remain in the area until given further instructions, even if the regular school day should end during the tornado warning.

13.03 STATE of MICHIGAN EDUCATION DEVELOPMENT PLAN

The State of Michigan mandates a formal education development plan for each student beginning during his 8th grade year.

What is an Education Development Plan (EDP)?

An Education Development Plan (EDP) documents the ongoing process in which each student identifies career goals and a plan of action to achieve them. The purpose of the EDP is to provide all students with an ongoing record of their career planning that will help guide them in selecting careers that align with their aptitude, interests and strengths.

How does an EDP benefit students?

Students who complete an EDP begin to:

Plan their course schedules to prepare them for whatever postsecondary training they will need to prepare for career choices.

Students in Clawson Public Schools currently use Career Cruising as the web-based storage system for their plans and documentation.

How does a Clawson student access Career Cruising?

Career Cruising is an interactive, web based career resource designed for people of all ages, but especially useful for high school students. Career Cruising can be used to find the right career, explore different career options, or plan future education and training.

<http://www.careercruising.com>

For USERNAME and PASSWORD information, please contact Sandy Denell Sandy.Denell@clawson.k12.mi.us

13.04 MiStar-Parent/Student Connect

MiStar Portal allows parents/students viewing of student's schedule, attendance, demographic information, credits earned, and also displays report card summaries.

Access it via:

<https://mistar.oakland.k12.mi.us/Clawson/ParentPortal/>

<https://mistar.oakland.k12.mi.us/Clawson/StudentPortal/>

Questions regarding MiStart contact:

Jill LaPine
248-655-4417 or jill.lapine@clawsonschools.org

13.05 Final Examinations

Examinations shall be given to all students at the end of each semester.

There are occasions when it is necessary for students in the secondary schools to be absent at those times when final examinations are taken. Generally this involves students who are accompanying their parents on a trip which cannot be scheduled at a later time. In order to provide an acceptable, common method by which such students can take their final examinations early, the following rules and procedures are recommended:

1. Early examinations will not be given more than two weeks prior to the last day of the regular student school year.
2. Each student's parents will submit a written request for permission to take early final examinations to the principal not later than four weeks in advance of the student's last day of attendance. This request will explain the reason for the absence and specify the last date when the student will be in school.
3. The principal will consider all such requests and notify the parents and students of the decision to approve or disapprove the request and the reason for the decision.
4. On approved requests, the student will take the examination at an approved time agreeable to the classroom teacher.
5. All teachers will be expected to prepare and administer final examinations which are approved by the principal.
6. Any teacher who is requested to give early final examinations will be notified not less than two weeks in advance of the student's last day of school.
7. The teacher who agrees to give early final examinations shall give the examination outside of regular classroom hours at a time agreeable to the teacher and student.
8. All early final examinations are to be different from, but comparable to, those given at the regularly designated times.

13.06 Grade Point Averages

- A. Grade-point averages for college scholarship references are determined from grades received in the 9th - 12th grades.
- B. Grade-point averages for academic standing are determined from grades received in the 9th, 10th, and 11th grades, and the first semester of the 12th grade.
- C. Grades are valued on a point scale as follows:

Clawson High School Grading Scale

<u>Alpha</u>	<u>Numerical</u>	<u>GPA Value</u>		
		<u>Regular</u>	<u>Honors</u>	<u>AP / OCC</u>
<u>Mark</u>	<u>Mark</u>	<u>Class</u>		
A	93 - 100	4.0	4.5	5.0
A-	90 - 92	3.7	3.9	4.7
B+	88 - 89	3.3	3.5	4.3
B	83 - 87	3.0	3.2	4.0
B-	80 - 82	2.7	2.8	3.7
C+	78 - 79	2.3	2.4	3.3
C	73 - 77	2.0	2.1	3.0
C-	70 - 72	1.7	1.8	2.7
D+	68 - 69	1.3	1.4	2.3
D	63 - 67	1.0	1.1	2.0
D-	60 - 62	0.7	0.8	1.7
E	0 - 59	0.0	0.0	0.0

Valedictorian and Salutatorian are determined by the student's 7 career semester Grade Point Average.
The average will be determined to the 2nd digit (i.e. - 3.75*Val., 3.74*Sal.).

13.07 Honor Roll

- A. Honor roll students must have a grade point average of 3.0 or better, with no grade lower than a "C-", "I", or "NC".
- B. Students who attain high honors must have a grade point average of 3.70 or better with no grade lower than a C-, an Incomplete (I) or NC.

Incompletes

All incomplete grades "(I)" not made up, within five days of the end of the marking period, shall become "E". It is the student's responsibility to see that work is completed.

13.08 Repeating a Class

Students are encouraged to attend summer school to make up lost credit. Students may repeat a semester class with permission of the counselor. The higher grade earned by the student will be recorded on their transcript. The lower grade will be converted to "NC", which means "no credit."

13.09

NATIONAL HONOR SOCIETY

The Plus Ultra Chapter of the National Honor Society was established at Clawson High School in 1935. Its purpose is fourfold: to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.

Eligibility is open to students in the tenth, eleventh and twelfth grades.

Membership in the National Honor Society is both an honor and a responsibility. Students elected to membership are expected to demonstrate and maintain the qualities of scholarship, service, leadership, and character.

Members who fall below the standards which were the basis for their selection shall be subject to disciplinary action. Written verification of such conducts and disciplinary responses shall be made. These responses may include: 1. verbal warning by the advisors, 2. written warning by the advisors, or 3. a review by the advisors, faculty council and the high school administration.

Frequent violation of school rules or civil laws shall result in disciplinary action, including possible dismissal from the National Honor Society.

Requirements for membership are as follows:

Academic Requirement: 3.2 grade-point average is required.

Service Requirements: At least one service project is required. A service project is an activity for which the student donates time for the benefit or betterment of others.

Leadership Requirement: Active membership in two or more school organizations, encompassing more than one school year, is required.

Character Requirement: Honesty, responsibility, fairness, courtesy, tolerance, and cooperation are factors that will be given priority by the faculty in evaluating a candidate's character.