

Clare High School 2013-2014 Handbook

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WELCOME FROM THE ADMINISTRATION

*On behalf of the faculty and staff of Clare High School, I am pleased to welcome both students and parents to a new school year. It will be a year filled with both **opportunities** and **responsibilities**.*

*You will find that many educational **opportunities** are available to you at CHS; it is your **responsibility** to take advantage of them. A wide range of studies is available to meet your needs and to prepare you for your life beyond graduation.*

*You are fortunate to have an excellent staff of teachers to prepare you for your future vocational and educational goals. It is your **responsibility** to make the most of your high school years. Success is for those who are willing to work for it. We recommend that you become actively involved in our school activities. Both your academic commitment and co-curricular involvement will yield great benefits throughout your life.*

This handbook has been prepared to assist you in becoming acquainted with the purpose and functioning of our school. It will also help you understand the rules, policies, and procedures that govern the operations of the school as they apply to you in day-to-day activities. Take time to read this handbook and to understand it. Be an informed participant in school, not just a bystander. We will all work together to continue the fine tradition of Pioneer Pride at Clare High School as we strive to celebrate the past and ensure the future.

You have my best wishes for a successful and rewarding school year!

Lee J. Turner, CHS Principal

The Clare Public School District complies with all Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. It is the policy of the Clare Public School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

This student handbook and athletic code and the rules, policies, and procedures that they contain were approved by the Clare Board of Education on May 20, 2013.

CLARE HIGH SCHOOL STAFF

Main Office—386-7789

Principal: Lee Turner

Jeff Albert	Industrial Arts & Drafting
Sean Anderson	Science
Terri Beatty	Drama, Sociology & Speech
Roy Briggs	Special Education
Adam Burhans	English
Jann Cleary	Business Technology & Yearbook
Brian David	Liaison Officer
Dennis Doyle	Math
Julie Eaton	Science
Dan Haggart	Athletic Director & Attendance Officer
Chris Howard	Social Studies
Kathy Howard	Counseling
Kim Kleinhardt	Art
Jamie LaPoe	English
Deb Loesel	Business Tech., Accounting, & Co-op
Kelly Luplow	Physical Education & Conditioning
Heidi Maloney	Science, Health, & Physical Education
Jacqui McKay	Special Education
Dawn Morris	English
Kevin Richards	Special Education
Matt Rodenbo	Social Studies
Melissa Sapienza	Band
Lori Schmidt	Spanish & English
Lori Taylor	Math
Crystal Vida	Social Studies
Mark Weaver	Math
James Winkler	Science

Para-Professionals

Rose Armentrout, Dianne Moore, Lynne Robinson, & Kris White

Administrative Assistants

Cindy Stough	High School Office
Amy Wezensky	Counseling, Athletics
Margo Smith	Attendance

Technology

Justin Bruner	System Administrator
Brent Gotts	Technician
Jim Shuster	Technician
Dwayne Strachan	Software Specialist
Jeff English	Hardware Specialist

2013-2014 Class Officers

Student Council:

President — Abigail Denton
Vice-President — Lindsay Winter
Secretary — Tara Pummell
Treasurer — Laura Walton
Representative At-Large — Nick Montini

Senior Class:

President — Samantha Chinavare
Vice-President — Trisha Wentworth
Secretary — Kaitlyn Corell
Treasurer — Hannah Clark
Representative — Adam Grove

Junior Class:

President — Ryan Seiter
Vice-President — Brooke Painter
Secretary — Abigail Showalter
Treasurer — Teresa Griffith
Representative — Blythe Van Buskirk

Sophomore Class:

President — Saleen Picard
Vice-President — Collin Beavan
Secretary — Bethanie Jones
Treasurer — Molly Merillat
Representative — Molly Cole

Freshman Class:

President — Jasmine Harper
Vice-President — Bailey Hubel
Secretary — Ruth Mooketsi
Treasurer — Harri Tran
Representative — Tucker Roe

CLARE PUBLIC SCHOOL DISTRICT

Statement of Assurances

It is the policy of the Clare Public School District not to discriminate on the basis of race, religion, national origin, sex, age, marital status, height, weight or disability in its employment practices as well as in its educational programs, activities, and services. The District reaffirms its policy to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act and all other applicable Federal and State Laws and Regulations prohibiting discrimination. Further, the Clare Public School District prohibits intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Section 504.

Clare High School Vision & Mission Statement ***Creating Personal Success***

Clare High School is proud to be the only high school in a broad geographic area to be fully accredited by the North Central Association of Colleges and Schools (NCA). CHS has maintained its accreditation since 1929. The most recent visitation by the NCA Quality Assurance Review team in March of 2010 determined that:

- The teaching staff is caring, approachable, and collaborative
- Stakeholders demonstrate high levels of support and involvement in the school
- The vision and the mission provide a living, breathing focus for all aspects of school operation
- Administrative leaders have built capacity for strong leadership among teachers
- Students, staff, and parents share a common sense of community
- A structure for school improvement has been identified and is in place
- Prompt and meaningful feedback on student performance is provided to students and parents

Privacy Information

Parents/Guardians of students in Clare Public Schools may make a specific signed written request to the involved principal in order to prevent the release of directory-type information, names alone, and/or photographs or other images of enrolled students. Such signed written requests must be conveyed to the involved principal no later than two weeks (ten school days) after the first full day of school in the fall or within the same time period following later-in-the-year enrollment. Such requests must be renewed each academic year if the request is to be honored. Student participation in public performances and athletic contests is excluded from these privacy limitations. Further information and clarification regarding student information may be obtained from the involved principal or from the district office. The building administrator is responsible for complaint investigations.

CLARE BOARD OF EDUCATION POLICIES, RULES, REGULATIONS

PURPOSES

The Board of Education recognizes that the primary intent of the society in establishing the public schools is to provide an opportunity for learning. Policies relating to students are essential if the Board is to provide facilities, staff, and program to the extent its resources will allow to assure individual development. One of the important goals of these policies is to provide for the protection of individual rights while not allowing disruption of the educational process by prohibited behavior, dress, or grooming as they apply to all school sponsored events as well as to the regular school days.

Under authority granted by state law, the Board, or its employees and volunteers, may from time to time make and enforce rules and regulations in other areas such as:

1. Grade classification
2. Testing
3. Student driving
4. Health Service
5. Attire and Appearance
6. Deposits on books, school equipment and materials
7. Co-curricular activities.

RESIDENCY

Each year questions arise as to who is eligible to attend the Clare Public Schools. According to the policy of the Board of Education, a student must meet one of the following requirements:

1. His/her parents must reside in the school district
2. The student is placed in the district by court decree as either a foster child, or adult residents are designated as legal guardians
3. The student is under a licensed foreign exchange program
4. The student attends under the Schools of Choice program

The Board may make exceptions such as for students in their senior year who are legal residents of the district on the fall official count day. It is not legal for persons to take minors, related or otherwise, into their homes without state approval or unless a relative has been assigned power of attorney.

The attendance of students under the Schools of Choice program is subject to annual review.

CLARE HIGH SCHOOL PARENT INVOLVEMENT POLICY

Clare High School assures that the Clare Public School District's Parent Involvement Policy has been fully implemented to insure compliance with state and federal law and to invite parent(s)/guardian(s) to become highly involved in the education of their children.

- The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of programs/services through active participation on building School Improvement Teams;
- Invitations to parent(s)/guardian(s) to attend at least one annual meeting, with additional meeting opportunities being available as needed, designed to provide information about programs and services, and to solicit parent/guardian suggestions on program development, planning, evaluation, and operation;
- Assistance to parent(s)/guardian(s) in understanding Title I and other Clare Public School programs including the providing of information in a language understandable to the parent(s)/guardian(s) if practicable;
- Parent/Guardian notification of Title I school-wide status and the services that accompany this program selection;
- Information on a timely basis, and in an understandable format, regarding child's achievement and progress;
- A provision for input by staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the staff or parent(s)/guardian(s);
- Opportunities to enhance parent/guardian capacity to work with children in the home on school learning;
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent/guardian involvement strategies;
- Ongoing communication between school and parent(s)/guardian(s) and any other appropriate activities to enhance the relationship and effectiveness of parent/guardian and school interactions.

The following are the pertinent District Policies that have been fully adopted by Clare High School:

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170) 7175-3:
Written Plans/Policies

The Board directs the administration to:

- Involve parent(s)/guardian(s) in the development of the plan;
- Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school;

- Provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent/guardian involvement activities to improve student academic achievement and school performance;
- Integrate and coordinate the plans/policies for parent/guardian involvement in Title I programs with parent/guardian involvement in other programs including but not limited to Head Start;
- Review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board;
- Assure that the policy/plan contains a compact that outlines how parents/guardians, the school staff and students will share the responsibility of improved student achievement; and
- Distribute the District plan to parents/guardians of participating children and to the local community.

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170) 7175-4
Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardians(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

Approved: November 19, 2007

LEGAL REF: 20 USCA 6318 (No Child Left Behind Act); MCL 380.1294 (PA 107 of 2004); 380.1295; MDE Recommended Parent/Guardian Involvement Policy, June 2004. Section 7000 – Instructional Program

CLARE HIGH SCHOOL DRESS CODE POLICY

Clothing or grooming will be considered unacceptable if it creates a clear and present danger to the health and safety of the students or other persons or creates, or potentially creates, a disruptive influence on the educational process. Footwear shall be worn at all times. Specific religious customs may be accommodated at the discretion of the principal. Special health and safety standards may be required for students enrolled in classes such as Physical Education, Science Education, Woods/Metals, etc. Certain co-curricular activities or student organizations may require specific reasonable dress requirements. Since participation in such organizations/activities is voluntary, students will be required to dress in compliance with the rules established by the organization or its sponsors.

General Dress Policies:

1. Students must dress in a manner acceptable to community standards. Obscene or indecent attire will result in removal from school. Students will not be allowed to wear any articles of clothing that convey a message of profanity, of drugs or alcohol, are sexually suggestive, or communicate racial slurs.
2. Dress shorts which have a finished appearance and meet the length requirement noted below may be worn. Split skirt outfits, long culottes and other short type outfits which allow for modesty may be worn. Cut-off style shorts are prohibited. Neatness will be of primary concern in all dress code decisions. As this is the case, students should be aware that long underwear is not acceptable outer wear even if worn under shorts. Leggings, leotards, or other similar form-fitting pants are prohibited.
3. Strap-type tank tops must have straps at least two inches wide. Clothing which exposes the mid-section is not allowed. Muscle shirts and any sleeveless-style shirts for boys are not allowed.
4. Skirts and shorts must reach or surpass the fingertips when the arms and hands are naturally extended at the sides of the body.
5. Clothing that is ripped, unpatched, or has wear holes is not permitted when those flaws are above the level noted in the above item.
6. Clothing and accessories that have slogans or printed material that is deemed to be disruptive, crude, obscene, suggestive, or compromising to the comfort of students, faculty, or staff is prohibited.
7. Clothing which glorifies or promotes drug use (including tobacco and alcohol) or is gang-related in any way is not allowed. Sweatbands, sunglasses, chains, hats, and headgear in general may not be worn in school from arrival at school until 3:09 p.m.
8. Pajamas and lounging wear are not permitted.
9. Low cut, see-through, strapless, or backless dresses and shirts or any clothing that could expose areas of the stomach, sides, or breasts are prohibited.

Students not conforming to this dress policy will be sent to the office with a Detention Notice. They will be asked to obtain acceptable clothing before returning to the classroom. Every effort will be made to contact parents if appropriate clothing must come from home. In the event that appropriate clothing cannot be obtained, the student will be required to remain in the office on ISS until the end of the school day. Repeated violations of the dress code will result in progressive consequences.

GENERAL INFORMATION

A. CLASS SCHEDULE

8:15 a.m. to 9:04 a.m. -----	First Period
9:09 a.m. to 9:58 a.m. -----	Second Period
10:03a.m. to 10:52 a.m.-----	Third Period
10:52a.m. to 11:22a.m. -----	First lunch
11:27 a.m. to 12:16 p.m. -----	Fourth Period(A)
10:57a.m. to 11:46 p.m.-----	Fourth Period (B)
11:46 a.m. to 12:16 p.m. -----	Second lunch
12:21 p.m. to 1:21 p.m. -----	Fifth Period
1:26 p.m. to 2:15 p.m. -----	Sixth Period
2:20 p.m. to 3:09 p.m. -----	Seventh Period

B. STUDENTS RIGHTS AND RESPONSIBILITIES

Freedom of Speech and Assembly

- a.) Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities, personal attacks, or threats is prohibited.
- b.) All student meetings in school buildings or on school grounds may function only as a part of the formal educational process or as authorized by the principal.
- c.) Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

Freedom to Publish

- a.) Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.
- b.) Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publications.
- c.) Libel, obscenity and personal attacks are prohibited in all publications.
- d.) Unauthorized commercial solicitation will not be allowed on school property at any time. (An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and in places designated by the school authorities.)
- e.) Any materials that are to be posted or distributed on school property must be approved by the principal in advance of posting or distribution.

C. ACTIONS IN VIOLATION OF THE LAW

School authorities are required to notify proper authorities when they have knowledge of criminal acts committed by students. Students having knowledge of criminal acts are encouraged to report them to proper school authorities in order to maintain good order and discipline within the school.

D. SEARCH AND SEIZURE

1. School lockers are the property of the school and may be inspected by school authorities.
2. General locker inspection in cases of emergency, suspected theft, or contraband possession may be conducted without the individual student being present.
3. Clare High School uses a canine contraband detection program. The overall intent of the use of detection canines on the school campus is to deter the presence of contraband items on school property. This policy incorporates inspections of such areas as lockers, gym areas, common areas, and parking lots. Inspections are performed on a random basis. The canines are capable of detecting illegal substances, alcoholic beverages, gunpowder, medications, and explosive and incendiary devices.

E. DAMAGE TO OR LOSS OF SCHOOL PROPERTY

It is the intention of the Board of Education to seek compensation for damages from either the student or the parent(s) in all cases involving malicious or willful destruction or damage of school property. The Board may enlist the police in these efforts.

Clothing, equipment, books or materials issued to students remain the property of the school. A record of the condition of the issued articles will be made. It is the student's responsibility to take reasonable care of all school property in his or her possession and to return it to the school in as near its issued condition as possible. Students will be charged a reasonable amount, not to exceed the replacement value, for damage to or loss of any issued articles of school owned equipment, clothing, books or materials.

F. CLUBS

Clare High School offers club participation in a variety of areas. The existence of clubs is based upon the current level of student interest, the leadership of an adult sponsor/advisor, and the continued appropriate conduct of the club. These clubs with their sponsors are currently active. Contact the sponsors for more information.

- Art Club – Ms. Kleinhardt
- Baker College Olympics – Ms. Cleary, Ms. Schmidt, & Mr. Turner
- Business Professionals of America – Ms. Cleary & Ms. Loesel
- Drama Club – Ms. Beatty
- Equestrian Club – Ms. LaPoe
- Fellowship of Christian Athletes – Ms. Walters & Mr. Evans
- National Honor Society – Ms. LaPoe
- Quiz Bowl – Mr. Howard
- Science Honor Society – Mr. Winkler
- Shop Club – Mr. Albert

Multi-Cultural Club – Ms. Schmidt

Student Council – Ms. Morris

Student Vending – Special Education Department

G. FUND RAISING BY STUDENTS AND STUDENT ORGANIZATIONS

1. Excessive fund raising in the community by students is viewed negatively by many citizens and the Clare Board of Education.
2. The Board of Education recognizes that fund raising by students may, on occasion, serve legitimate educational goals. However, the raising of funds to support class and organizational activities or for charitable purposes, is not the primary purpose of the educational system and should not be permitted to distract from the student's education.
3. All fund raising activities carried out by classes, clubs, and other school sponsored organizations must have the advance approval of the building principal. Whenever practicable, funds should be raised within the school system and not through solicitation in the community.

H. STUDENT ACTIVITY FUNDS

All funds earned by classes and other student clubs and organizations are quasi-public funds and, as such, are subject to the control and direction of the Board of Education in the same manner all other public funds.

I. LUNCH PERIOD PROCEDURES AND ACTIVITIES

Clare High School offers a lunch menu which includes numerous hot lunch options as well as an excellent selection of ala carte items. The lunch program is both nutritionally sound and economical. Lunches and other food and beverage items are sold on a debit, no-cash system. Students can add cash or checks to their accounts before school or after all students have been served during lunch periods. The use of cash or checks when a line is present slows the process for all.

Every effort has been made to provide activities for students during the lunch periods. Clare High School currently is operating under a "closed campus" policy. Students are not allowed to leave campus during lunch periods. Students are not allowed to drive or ride in motor vehicles during this lunch period. Students violating this policy will receive detentions/suspensions.

Students are also reminded that all school rules and policies remain in effect during their lunch periods.

J. SCHOOL-SPONSORED EVENTS

Parties and Dances—All school parties must be sponsored by a class or organization and are under the direction of the sponsor or advisor of that group. Parties and dances will begin at 8:00 p.m. and end at 11:00 p.m. unless otherwise specified by the principal. Students are expected to remain in the building until the dance closes. If it is necessary to leave before the close of the dance, the person concerned may not return. Students violating school or dance policies will be prohibited from attending future dance activities.

No middle school student from any middle school may attend Clare High School dances. No high school student from any high school may attend Clare Middle School dances.

Only Clare High students and their registered dates may attend high school social events. Friday night dances are open to Clare High School students only.

The form "Clare High School Activity Request" must be filled out and turned in to the principal five days prior to the time for the requested activity by the sponsoring organization.

K. MOTOR VEHICLES

1. Any student driving a motor vehicle to the high school must have it registered at the high school office by filling out the form, entitled "Clare High School Request for Driving Privilege." The school registration tag must be displayed so as to be visible through the front windshield.
2. Students will not be allowed to enter or occupy any vehicle during the school day unless written permission has been granted by the principal's office.
3. Vehicles on school property may be subject to search.
4. Violation of any of the motor vehicle regulations or careless driving may result in the loss of a student's driving privilege and other consequences.

L. REGULATIONS FOR BUS RIDERS

The school has the responsibility to provide careful supervision for children while they are under the authority of the school.

The following regulations are established to afford this supervision and to provide the safest possible situations for students who ride buses. Students must:

1. conform promptly to directions of bus driver.
2. be on time at designated bus stops - the bus will not wait
3. stay off the roadway at all times while waiting for bus
4. wait until the bus has come to a stop before attempting to enter or leave the bus and stay seated until bus stops
5. cross at least ten feet in front of bus when crossing highway - must stop and look both ways
6. not leave bus at any stop other than their scheduled stop without written permission from parents and/or the consent of the driver
7. keep musical instruments and other items out of the aisle
8. avoid shouting, whistling, or the use of profane or vulgar language
9. keep hands and head inside bus at all times
10. keep the bus clean and orderly
11. be considerate of small children
12. inform driver if they know they will be absent
13. not eat on the bus
14. bullying of any kind is not permitted
15. not use or possess alcohol or illegal drugs on bus

Prescription drugs should be brought to the school and be given to students by parents/guardians.

Violations of the above regulations may result in pupils being denied the privilege of riding the bus or in other discipline that may be appropriate.

M. TELEPHONES

Students may request to use a telephone in the high school office for essential communication. Parents and guardians can also contact students by calling the high school office. Students must request telephone use in the office between classes or during lunch; late passes will not be issued for telephone use except in cases of verified emergency.

N. ELECTRONIC COMMUNICATION DEVICES (Cell Phones or ECD's)

Possession of a cellular telephone or other electronic communication devices (ECD's) on school property or school related function is permitted provided that during school hours (arrival at school through 3:09) the cellular telephones or ECD's remain "off" and are stored in a locker. Students may carry electronic communication devices (ECD's) on a school vehicle but they must remain "off" during the trip.

Cellular and all other ECD's are prohibited in locker rooms, restrooms, and classrooms.

Administrators may require that during school activities cellular telephones or ECD's be "off" and kept in lockers or vehicles.

Students violating the policy on ECD's will have their ECD confiscated and taken to the principal's office where it may be retrieved only by a parent or guardian. Offenders will be assigned a detention for the first violation of the school year and ISS for all subsequent violations during the school year. Electronic entertainment devices (EED's), which are entirely prohibited, are subject to this same policy and these consequences.

Prohibitions on cell phones and other ECD's especially apply during lockdowns and other emergency scenarios. Parents and students are reminded that appropriate communication can be accomplished using phones in the high school office as noted above.

As part of the district-wide Bring Your Own Device (BYOD) initiative, students have electronic devices in classed as approved by the given teacher to be an asset to advancing the curriculum and provided that they are used appropriately.

The school is not responsible for theft, loss or damage to personal electronic devices brought onto school property or into school vehicles.

O. WORK PERMITS

A student seeking work is required to have the firm offer of employment prior to requesting a work permit. Work permits for minors are issued in the high school on the authority of the principal. The principal is responsible, by state law, to revoke working permits in all cases where, in his opinion, either student's health or his school attendance or success is affected by the work. In all such cases, the parent will be notified by letter prior to revoking the permit to afford the student an opportunity to improve his position.

P. LOCKERS

Locker assignments will be issued to each student. Changes in lockers will be approved only in extenuating circumstances.

Request for a change must be made, in writing, to the principal. No student may occupy or share a locker other than the one assigned by the school. Student lockers are school property and remain at all times under the control of the school district. Students should not expect privacy regarding items placed in school lockers. Student lockers, as property of the school district, are subject to search at any time by school officials. Inspections of school lockers may be conducted without a search warrant. School authorities may seize any illegal, unauthorized, or contraband material discovered in the search. See "Search and Seizure" provisions elsewhere in this handbook.

Q. BACKPACKS, BOOK BAGS, & OVER-SIZED PURSES

Backpacks, book bags, and over-sized purses should be stored in student lockers. Under no circumstances are these items allowed in classrooms nor are they to be left unattended in hallways or other locations in or around the building.

R. PROHIBITED ITEMS

The following items are not allowed on school property during school hours or during school activities:

- Weapons of any kind including look-alikes
- Toy weapons (such as water guns, plastic swords, or other look-alikes)
- Devices that deliver an electric shock
- Drugs of any kind including look-alikes
- Electronic audio and/or visual entertainment devices (EED's)
- Picture-taking devices of any kind without the authorization of the principal
- Laser-projecting devices
- Glass containers
- Skateboards
- Fireworks
- Fire-producing devices including lighters
- Tobacco products of all types

S. LIBRARY AND MEDIA SERVICES

The high school Library/Media Center is developed and maintained to support the high school curricula, to serve as a hub for study and research, and to provide a large selection of printed materials for enrichment and recreational reading.

There are over 10,000 books in the Center. Students and staff may borrow books for two weeks. A fine of \$.10 per day may be charged for any overdue materials. Lost or damaged materials will result in an appropriate charge for replacement or repair. Students who do not return materials or pay fines in a timely manner may be denied the use of materials until obligations are met. And disciplinary action may also be taken.

Reference materials are available for use in the Center and may be taken out overnight with special permission. A large selection of periodicals is available for research and leisure reading.

The Center also provides current technology, databases, and on-line resources that enhance student learning. The Center staff will work with all students and faculty for orientation to these resources.

All high school rules regarding student behavior and conduct apply in the Center. Students must have a valid Acceptable Use Policy on file in order to use the technology available in the Center.

T. FIRE DRILLS/TORNADO PROCEDURES

All students and teachers are to go to the nearest exit and remain outside clear of the building until three (3) short rings are heard on the school bell system or they are directed to return. In the event of a tornado drill students are to immediately report to the assigned area of the building. All classrooms will display tornado procedures and areas designated for students to occupy.

U. HEALTH SERVICES & MEDICATIONS

Clare Public Schools are members of the Central Michigan District Health Department and have the services of health officers in that organization in addition to the school nurse.

The office of the school nurse is located in the Primary School building. If it is necessary for students to leave school during the school day because of illness, they are to obtain a pass from the high school office. Failure to do so will result in an unexcused absence. Neither school officials, nor parents, want students who are ill to walk or drive home unattended.

Students are prohibited from the possession of all medications, prescription and non-prescription. Only with the completion and submission of the “Physician’s Authorization for Medication at School” form can such medication be dispensed to students by school personnel. That form was included in the packet mailed to the homes of all students in August. Additional copies are available in the high school office. That completed form is necessary if any type of medication is to be dispensed by office personnel or by the school nurse. Verbal or by-phone contact by a parent or guardian is not sufficient authorization – the form must be completed and on file. Unless the physician has indicated otherwise on the form, it will be assumed that the authorization is only for the current school year.

Clare Public Schools reserves the right to require a medical professional’s clearance for a student suspected of sustaining a concussion to return to physical education classes or to athletic activities.

V. VISITORS

No student is permitted to bring visitors to the high school. Visitors such as parents, college groups, Student Council exchanges, or adults having an educational purpose for entering the high school are welcome. All visitors must register in the principal’s office immediately upon entering the building. Parents wishing to visit classes must schedule the visit as per Board of Education policy.

W. LOCKDOWN DRILLS

Lockdown drills will be conducted in accordance with state requirements. Drills will be conducted to prepare for both inside and outside threats.

Only the main doors by the high school office are to be used for entering and exiting the building. Students may, however, use any exit door when leaving the building at the end of the school day. Students entering or exiting inappropriately will face disciplinary consequences.

GUIDANCE & COUNSELING INFORMATION

Students are encouraged to make use of the counseling services available to them at Clare High School. These services may relate to both your present and future concerns and planning. Services provided include:

1. Career counseling, information and planning
2. College information and planning
3. Scholarship/financial aid information
4. Direction on the appropriate school program to follow
5. Course selection/class scheduling
6. Standardized test information and registration
7. School records review
8. Job Placement information
9. Information on special training programs
10. Personal counseling

A. COLLEGE ADMISSION

Students who intend to go on for a post-high school education should enroll in a schedule as academically challenging as possible. Academic rigor not only opens the door for admission into most colleges, it also prepares an individual for the challenges faced as a college student. When choosing electives throughout their high school years, students are encouraged to pick courses that will help prepare them for their futures beyond Clare High School. College applications are available in the guidance office. They should be completed in the fall of the student's senior year.

B. SCHOLARSHIPS

Scholarship information and applications from various organizations and institutions are available in the counseling office. The importance of grades earned throughout all four years of high school cannot be stressed enough as they are a determining factor in the majority of scholarships. Parents of senior students are required by the federal government to complete a FAFSA form to be eligible for federal aid including grants and loans. These forms are available after January 1st of the student's senior year. It is recommended that parents complete the form online. The Clare Area Scholarship Association (CASA) has numerous scholarships available to students. CASA applications are available in March.

C. TESTING

As mandated by the State of Michigan, all freshmen will take the social studies MEAP. All sophomores will take the PLAN. The PLAN is a

standardized test that will help students prepare for the ACT their junior year. It is free of charge and is used for junior dual enrollment eligibility. The PSAT may be taken the fall of a student's junior year. This test is the preliminary version of the SAT, which is a college entrance exam used by some out of state colleges and universities. The PSAT is also used to screen top scholars for national scholarship awards. There is a small fee to take the PSAT. The Michigan Merit Exam (MME) is administered the spring of a student's junior year. The test is mandated by the State of Michigan to comply with the federal government's No Child Left Behind (NCLB) program. It is a graduation requirement that all students complete all parts of the MME to receive a diploma. As a part of the MME, all juniors will take the ACT. The ACT is a college entrance test required by many four year colleges in the nation. The State of Michigan currently awards the Michigan Competitive Scholarship to those students who have both a qualifying ACT score and financial need.

ACADEMIC INFORMATION

COURSE REQUIREMENTS

To receive a high school diploma from Clare Public Schools, and to satisfy the state mandated Michigan Merit Curriculum, students must meet the following requirements:

Required courses:

4 credits of English Language Arts

4 credits of mathematics

(including algebra, geometry and advanced algebra)

3 credits of science (including general science, biology and chemistry or physics)

3 credits of social studies (U.S. history, government/economics (civics), and world history)

1.5 credits of health and physical education
(physical education – 1; health - .5)

1 credit visual, performing or applied arts

1 credit of online learning experience

Completion of all components of the Michigan Merit Exam

2 units of high school level Spanish beginning with the graduating class of 2016

Students graduating from Clare High School must meet all course requirements, have a minimum of 24 credits and have successfully completed eight (8) semesters of high school courses.

All of the evolving provisions of the Personal Curriculum mandated by the Michigan Department of Education will be followed. Students and parents wishing to explore those options may obtain information in the guidance office.

Course progressions and sequencing will be maintained to provide for optimal learning. For example, the progression in English is English 9 for freshmen, English 10 for sophomores, English 11 for juniors and

English 12 for seniors. Most departments have similar progressions and sequencing. Courses from multiple levels cannot be taken concurrently unless credit recovery is involved. Exceptions for special extenuations can be discussed with the principal.

Seniors deficient in credits toward graduation may earn credits at Pioneer High School. All such courses must be authorized by the principal. Courses required for graduation will not be authorized unless it is impossible to acquire the credit through regular scheduling.

With the exception of those students who are dual enrolling, all underclassmen shall have a full schedule of 7 credits per year, 3.5 per semester (students taking Jazz Band may accumulate 7.5 credits for the year and 3.75 for the semester). Seniors may carry 6 courses IF they have approved co-op or dual enrollment courses that require travel time. All exceptions must be approved by the principal.

Cut Scores

In order to receive credit in any course at Clare High School, a student must earn a "cut score" of at least 60% (D-). This applies to core courses, elective courses, courses required by the Michigan Merit Curriculum, and to courses required by the Clare Board of Education. Decisions to offer Credit (CR) on a Pass/Fail basis may be made with the appropriate approval of the principal, counselor, and/or case provider.

Personal Curriculum

Students provided with a Personal Curriculum to reduce "cut score" requirements will be expected to master **at least 80%** of the material/standards necessary to earn the "cut score" in courses for which a Personal Curriculum is available. State statute allows a Personal Curriculum for three reasons:

- A student wishes to modify the mathematics requirement in Algebra II
- A student wishes to go beyond the academic credit requirements by adding more math, science, English language arts, or World Language credits
- A student with a disability needs to modify the requirements based on his/her disability and Individualized Education Program

Graduation Requirements

Students must complete the Michigan Merit Curriculum and all other Clare School District course requirements to graduate. The four years of required math must be taken at CHS; fourth year could be in CTE program. Students who have not earned the required "cut scores" in all components of the Michigan Merit Curriculum but have reached Individualized Education Program (IEP) goals and have earned the appropriate number of credits established by the Michigan Department of Education and by Clare School District policy will earn a Certificate of Completion. This will also apply to courses for which a Personal Curriculum modification is not available. With administration approval in conjunction with the IEP team and based on a student's goals and abilities, past performance, and the need for more modification to the

Michigan Merit Curriculum than is allowed, it can be determined that he or she will work toward a Certificate of Completion. Students earning a Certificate of Completion may participate in the graduation ceremony as long as all other requirements related to graduation participation have been met.

Dropping A Course in the Second Semester

In order to drop a full-year course for the second semester, a student must have a first semester grade of "77" or less.

GRADE CLASSIFICATIONS

Grade placement of students will be determined by the number of credits earned. Students are required to maintain reasonable progress toward graduation while at Clare High School. The earned credits of all students will be evaluated at the end of each academic year and, in special cases, may be re-evaluated after the following first semester to determine grade classifications. The grade classifications/placements based upon the following scale will apply to all aspects of school activity including scheduling, eligibility for various programs, class meetings, placement in the school yearbook, and to any other consideration involving membership in a particular grade/class.

- 0—4.5 credits Freshman – Grade 9
- 5—10.5 credits Sophomore – Grade 10
- 11—16.5 credits Junior – Grade 11
- 17+ credits Senior – Grade 12

Students who fall significantly behind the majority of their classmates will be encouraged to engage in credit recovery programs within the district and in other districts. They may also be encouraged to consider enrolling in the alternative education program at Pioneer High School where there will be more opportunities to earn more credits, to engage in credit recovery, and to graduate earlier.

GRADING POLICIES

It is the philosophy of the Clare Public Schools that:

1. Students are to be graded in a fair and consistent manner.
2. Marking period grades are to be equal factors in determining semester grades.
3. All classes awarding a half credit for a semester will have a semester exam. The semester grade will be calculated by weighting each marking period 40% of the semester grade and the final exam 20% of the semester grade.

The purpose of grades in a school is to inform parents /guardians of the relative work accomplished within a class, quality of this work, and progress towards completion of established student outcomes. Teachers will formulate their grading systems in a manner to facilitate student success. Individual teachers establish standards of grading for their classes. There are circumstances under which the administration may offer suggestions and/or require change in grading practices.

“50” will be the lowest marking period percentage grade for the first and third marking periods as used for semester grade calculation **(except for seniors as noted below *)**.

The actual earned grade on the semester exam will be used in the formula (a,b, & c below).

To compute the final semester grade, the instructor will use the software to perform the following:

- a. Two times the value of the first marking or third marking period percentage grade (raised to “50” as necessary)
- b. Two times the value of the second or fourth marking period percentage grade **(not raised)**
- c. The actual percentage grade for the semester exam

EXAMPLE:

First marking period grade 88	times 2 = 176
Second marking period grade 71	times 2 = 142
Final examination grade 40	times 1 = 40
Total	358

Then, divide that total by 5 = 71.6 rounded to 72 is the result.

Note that .5 and higher decimals round up; decimals less than .5 round down.

In order to pass a given course a student must pass (with “60” or higher) two of the three components used in determining the semester grade (items a, b, & c above); however, passing those two components is no guarantee of passing the course when the formula is applied. Semester grades will not be higher than “100,” but they can be lower than “50” as the result of the above formula.

***Seniors, who do not take second semester exams, must earn an average of at least “60” in the two marking periods of the second semester in order to pass; neither of those grades will be raised from levels under “50.”**

Percentage to letter grade conversions when/where necessary will follow this pattern with four-point GPA and class-ranking conversion numbers in parentheses:

100-93=A(4.000); 92-90=A-(3.666); 89-87=B+(3.333); 86-83=B(3.000); 82-80=B-(2.666); 79-77=C+(2.333); 76-73=C(2.000); 72-70=C-(1.666); 69-67=D+(1.333); 66-63=D(1.000); 62-60=D-(0.666); 59-50=E(0.000); I(0.000); NC(0.000)

HONOR ROLL

To be on the honor roll a student must achieve a 3.0 grade point average (GPA) with no grade lower than a C on their final semester grades. Academic letters will be awarded to those students who are on the honor roll for two consecutive semesters.

CLASS SCHEDULING AND CHANGES

Scheduling for the next year’s classes will take place second semester. Parents and students are encouraged to discuss course choices.

Students are not allowed to enroll in more than one physical education course per semester. Class changes are not allowed once a student has received a schedule. Teacher requests are not permitted.

GRADE REPORTS FOR PARENTS AND STUDENTS.

Both parents and students are encouraged to keep informed of current academic progress. Grades may be accessed online on the school's website: clare.k12.mi.us

Contact the guidance office for a username and password.

Students are marked each nine weeks according to the following standard:

1. "A" shows excellent knowledge of subject matter, is always prepared and does substantially more than the required amount of work.
2. "B" has good knowledge of subject matter, doing all recitation and written work in a careful manner.
3. "C" shows fair knowledge of subject matter by irregular answers and occasional volunteering. Does not spend enough time in preparation.
4. "D" shows poor knowledge of subject matter through infrequent answers, low examination scores, and very incomplete written work. Daily preparation is often irregular.
5. "E" indicates failure. This grade may be due to lack of ability or effort and is most often due to a combination of both factors.
6. "I" indicates required work is unfinished and incomplete. An incomplete must be removed within ten school days of the end of the marking period unless extenuations are approved by the principal. When the deadline has passed, the "I" will become an "E" or whatever the grade might be when the incomplete work is calculated as a "0."
7. "NC" indicates that no credit has been earned as the result of unmet obligations or as the result of excessive absences.

TESTING OUT

Parents and students should be aware that there is current state legislation allowing students who already have knowledge or skills taught in specific high school classes to show mastery in those classes by "testing out" of classes being taught at Clare High School. The only classes not included in the "testing out" process are government/civics and physical education.

Students must exhibit mastery of course content by attaining a grade of C+ or better on a comprehensive final examination. Students may also be required to demonstrate mastery through basic assessments used in classes which may include, but are not limited to: portfolios, performance, papers, projects, and/or presentations. Credits earned will be based on successful mastery of the required assessments and recorded as "credit" on the official transcript. The grade will not be included in the computation of the grade point average. Credit will be accepted as fulfillment of a requirement in a course sequence. Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence.

The procedure for participating in the Clare High School "TESTING Out" program is as follows:

1. Obtain form "Request to Test Out" and return to principal's office by the first Friday in May.

2. Pick up course syllabus and "Test Out" requirements in Guidance Office by the third Wednesday in May.
3. "Test Out" administration will take place during the week after second semester exams; grading of work will be completed by the time students return to school in September.
4. Special circumstances approved by the principal may allow students to "Test Out" of a course by the end of the first semester on a time line similar to the one above.
5. All parties are reminded of the requirement that all students have a complete schedule for their seven-period day. Courses from which a student tests out must be replaced with another course. Parents and students can obtain additional information and registration forms from the Clare High School guidance office.

Testing Out procedures may be applied when considering the awarding of credits to students transferring from home schooling and when credit is sought for courses taken outside normal school settings.

DUAL ENROLLMENT AND OFF CAMPUS COURSES

Dual enrollment is a program in which students in grades 11 or 12 can enroll in a college class while still in high school. A student can elect to take a course for both college and high school credit. All dual enrollment courses will be designated as credit/no credit on report cards and transcripts. There may also be other off-campus courses in which students can participate provided that they meet the conditions below. State requirements for dual enrollment are constantly evolving. Clare High School will follow all directives as they are initiated. At the time of publication of this handbook, the following items apply.

The State School Aid law requires local school districts to pay tuition of a high school senior or junior attending a post secondary institution when the following dual enrollment conditions are met:

1. Students are in grade 11 or grade 12.
2. Students **must** qualify for dual enrollment by achieving minimum scores on one of the following assessments:

	PLAN	ACT
Math	18	18
Reading	17	17
Science	19	19
English	21	21

3. To be eligible to dual enroll as a 12th grade student, he or she **must** have taken all elements of the Michigan Merit Exam.
4. Students wishing to dual enroll must have exhausted the curriculum offered by Clare High School, must have demonstrated histories of good attendance and good conduct, and must have an academic history that would reasonably predict their success in dual enrollment courses.
5. Students must be enrolled in both the school district and post secondary institution during the school district's regular academic year and must be enrolled in at least one high school class.
6. Students wishing to enroll in an online course must meet with

the principal before registration will occur.

7. All students wishing to drop a dual enrollment course must have prior approval from the principal.

CLASS RANKING

Class ranking is determined by the accumulative semester grade point average. All classes are included in the calculation of grade point averages. No classes are weighted. The grade point average is calculated to the thousandth place using the following scale:

A = 4.000	C = 2.000
A- = 3.666	C- = 1.666
B+ = 3.333	D+ = 1.333
B = 3.000	D = 1.000
B- = 2.666	D- = 0.666
C+ = 2.333	E = 0.000

Beginning with the graduating class of 2017, final senior class rankings will be determined by a calculation based half on simple GPA and half on the ACT Composite score. If another instrument replaces the requirement of the ACT, the overall score on that instrument will account for half of the calculation. Three decimal points will be used in the calculation with no rounding.

Beginning with the graduating class of 2017 **and using simple GPA class rankings**, the following categories will be recognized at commencement: 4.000 – 3.900 will be Summa Cum Laude; 3.899 – 3.700 will be Magna Cum Laude; and 3.699 – 3.500 will be Cum Laude. These students will be awarded appropriate colored cords to be worn at the commencement ceremony.

NATIONAL HONOR SOCIETY

Clare High School students are eligible for membership in the local chapter of the NHS. The rules and procedures governing membership in the NHS are available in the guidance office and from the NHS advisor.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The Valedictorian of the graduating class will be the person(s) with the highest accumulative grade point average at the end of the seventh semester. The person(s) with the second highest grade point average will be named the salutatorian. In case of ties, multiple Valedictorians and Salutatorians will be named. Only students with five (5) semesters or more attendance at Clare High School will be considered as Valedictorians or Salutatorians. All "Class Ranking" items above apply.

NCAA INITIAL ELIGIBILITY REQUIREMENT

All student-athletes who plan on participating in collegiate sports must register with the NCAA to determine eligibility. Students are encouraged to register the fall of their senior year. NCAA initial eligibility will be evaluated according to the standard below. Students must meet these standards in order to be eligible to practice, play and receive financial aid at a Division I or II school.

Division I

(16 Core Courses)
4 years of English
3 years of mathematics
(Algebra I or higher)
2 years of natural/physical
science (1 year of lab)
1 year of additional
English, math or
natural/physical science
2 years of social science
4 years of additional
courses (from any area
above, foreign language,
or nondoctrinal religion/
philosophy).

Division II

(14 Core Courses)
3 years of English
2 years of mathematics
(Algebra I or higher)
2 years of natural/physical
science (1 year of lab)
2 years of additional
English, math or
natural/physical science
2 years of social science
3 years of additional
courses (from any area
above, foreign language,
or nondoctrinal/religion
philosophy).

ATTENDANCE POLICY

Regular attendance at Clare High School is vitally important to each student's academic progress and development of attitudes and habits for later life. Studies of student progress in school show a high correlation between attendance and academic success. Employers and institutions of higher education often request attendance records and weigh these records heavily in their decisions.

While keeping records of student attendance is a school function, the primary responsibility for regular attendance at school rests with the parents/guardians and the student. The school attempts to teach students the value and importance of regular attendance. Clare High School believes that attendance is one of the most important "life skills" necessary for our students. Through the cooperative efforts of parents /guardians and the school, it is hoped that each student will develop habits and attitudes which will be helpful to present academic efforts and all future endeavors.

The Michigan Attorney General's opinion on student attendance (Opinion #5414, December 20, 1978) reads as follows:

"The compulsory attendance law recognizes an educational value in regular attendance at school. Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School authorities may determine that attendance, class participation and similar factors are proper educational values bearing on a student academic achievement. It is, therefore, my opinion that a school district by its agents and employees may consider attendance in determining a student's grade in a course."

As it is sometimes impossible to make up work done in class, any absence may adversely affect the student's progress. In any case, it is the student's responsibility to secure all available make up work. A parent must call the school between 7:30 a.m. and 8:30 a.m. any time a

student is going to be absent from school. Students leaving school during the day must sign out in the main office. A parental note or phone call will be required if the student wishes to leave the building during the school day. Any student not signing out in the office will be given an unexcused absence, and detention may be assigned.

Students exceeding the nine day limit may avoid alteration of their grades by making up time missed in excess of nine days on a CLASS-BY-CLASS basis up to a maximum of three make-up sessions per semester. It is the student's responsibility to schedule all make-up periods with the building administrator. All make-ups must be scheduled within 48 hours of the 10th, 11th, and 12th absences. Make-ups must take place either before school or after school. Under no circumstances will students be allowed to make up time during regular school hours (8:15 a.m.—3:09 p.m.). Absences in excess of twelve periods per semester may not be made up unless extenuating circumstances exist. Extenuating circumstances are those beyond the control of the student and his/her family such as serious illness or injury (which will require a doctor's certificate) or death in the immediate family. Parents/guardians must request an exemption from the attendance policy in writing and should include any pertinent documentation with the request. This request should be sent to the Clare Public Schools Superintendent, and must be received no more than ten (10) school days after the maximum number of absences has been reached. All other conflicts and appeals regarding attendance issues should follow the sequence: principal – superintendent.

Policy Guidelines

- School-related activities (field trips, athletic contests, etc.) which result in an absence are excluded from the nine allowable absences.
- Approved educational activities which are not counted towards the nine day limit include two college visits days for seniors and juniors. These days must be scheduled through the Guidance Office.

Other educational experiences may also be exempted if PRIOR approval is obtained from the high school administration.

Any exceptions, modifications or appeals of this policy will be made only on an individual basis to the principal and then to Superintendent of Schools.

- Students who are not eligible to receive their full earned grades in a course are still required to attend class as long as they are enrolled in the district. They may be excused from this only with permission of the administration. Inappropriate classroom behavior will result in disciplinary sanctions, which could include suspension.
 - Days missed due to suspension will not be counted toward accumulation of absences covered by this policy.
 - Students must attend all classes on a given day in order to participate in any school activity (ranging from athletic practices and contests to band performances) that day.
 - Only the principal may grant a waiver.

- Absences verified/excused in writing by a health care professional will not be counted. Note the 48-hour rule for submitting the verification.

Attendance-Induced Grade Reductions

The grades of students with more than twelve qualifying absences in a semester and the grades of students who have failed to make up time for more than nine qualifying absences in a semester will have their grades earned in the course halved according to the following scale:
A=11 A-=10 B+=9 B=8 B-=7 C+=6 C=5 C-=4 D+=3 D=2 D-=1
 If a student earned a B-(value of 7), it would be halved to 3.5 (.5 rounds up; therefore, 4) or a C-. The only scenario that would have no grade reduction using this scale is in the case of an earned D- (value of 1; halved is .5; rounded up is still 1 = D-). Of course, this policy applies only to those who have earned passing grades. This policy will be applied by the person designated by the principal to oversee attendance and the involved report cards will be properly notated.

EXCUSED/UNEXCUSED ABSENCES

The terms excused and unexcused absence will be used. Excused absences are absences in which parents/guardians contact school prior to the absence or within 48 hours after the absence. If parental verification is not received within 48 hours of the absence, the absence will be considered unexcused. 48 hours shall be interpreted as: By 8:30 a.m. the second day after any absence. For example, if a student is absent any part of the day on Monday, parental verification must be received by 8:30 a.m. on Wednesday. The same time requirement applies to "medical excuses" submitted in written form from a health care professional.

In the event of an unexcused absence the following will apply:

1. The absence will count toward the 9 day maximum.
2. All time missed as a result of unexcused absences will be made up after school hours. Detentions will be assigned for each class period missed.

MAKE UP WORK FOR ABSENTEEISM

It is the student's responsibility to make up all work missed. Students missing class due to excused or unexcused absences(s) will be provided one day for each day of absence as a reasonable make up time for the completion of assignments. After this period a grade of "0" will be issued for all assignments not submitted. Extended illness of three or more days may be given additional make up time at the discretion of the teacher.

TARDINESS

Tardiness to class is very disruptive to the classes in session and the educational process in general. Students are expected to arrive at class on time. Students requiring additional time should report to class and obtain a pass from their classroom teacher.

The tardiness policy will include:

1. Starting with the third (3) tardy and for every tardy thereafter, (to the same class in a semester) the student will receive one period of detention for each tardy through the seventh tardy.

2. Students arriving more than five (5) minutes late to class will not be considered tardy—they will be considered absent. These absences will be considered unexcused (unless excused by the office) and will count under the attendance policy.
3. Teachers will initiate Detention Notices for the third and all subsequent tardies in a semester. The principal will take such actions as are deemed necessary to encourage future punctuality of the student. Parents will be notified of the problem with receipt of their copy of the Detention Notices.
4. Tardies in excess of seven (7) per semester will result in a day of ISS for the eighth and all subsequent tardies.

EXAM EXEMPTIONS

Semester exam exemptions will be awarded on the following basis:

- All students will be entitled to one exemption each semester for a class in which the average for their two marking period grades is “90” or above.
- Freshmen can earn up to four exemptions in their first semester for each area of the EXPLORE assessment in which they attained the Career and College Ready (CCR) benchmark provided that the average of their marking period grades is “85” or above for each class in which exemption is sought. Exemptions thus earned are in addition to the one exemption described above.
- Juniors can earn up to four exemptions in their first semester for each area of the PLAN assessment in which they attained the CCR benchmark provided that the average of their marking period grades is “85” or above for each class in which exemption is sought. Exemptions thus earned are in addition to the one exemption described in the first item above.
- Seniors can earn up to four exemptions in their first semester in the same manner described above for their performance on the ACT, but they must also be at least “proficient” in areas of the MME corresponding to CCR benchmark areas. Exemptions thus earned are in addition to the one exemption described in the first item above.
- Additional exemption opportunities may be extended as incentives for performance on other standardized assessments taken by all students at given grade levels.

CREDIT INTERVENTION PROGRAM (CIP)

The Credit Intervention Program(CIP) began with the 2010-2011 academic year. This program is designed to prevent loss of credit through semester failures in the core subject areas: English, math, science, and social studies. This is not a punitive program; it is a program intended to prevent failure and to increase academic success. The CIP requires that students who fail a unit or a significant assessment in a required math, science, English, or social studies course report to a CIP room during their lunch periods until they re-do the packet-based work leading to that failed assessment and earn a passing grade on the assessment by averaging the original and re-take grades. Before re-taking the assessment, a student must attend at least two complete tutorial sessions held either before or after school. Parents/Guardians will be informed when their students have been assigned to CIP.

DISCIPLINE PROCEDURES

The governing principle for conduct at Clare High School is that teachers have the right to teach and students have the right to learn in a safe and orderly environment.

It is the belief of the school that effective discipline teaches students to respect the rights of others through taking personal responsibility for actions and through learning to obey rules and procedures. A major responsibility of Clare Public Schools is to provide a safe, secure, and orderly environment. Effective discipline is a major tool used in meeting that responsibility.

The following policies are in effect while students go to and from school, when they are on school property at any time, and when they are at all school- sponsored or approved events and activities. These policies apply at all times with respect to any misconduct toward any school employee. Any reference here or anywhere else in this handbook to "school day" means "from arrival at school until 3:09 p.m." Some infractions and their consequences may be governed by the Michigan School Code and the Michigan Criminal Code; those codes will be followed.

It must be noted that faculty and staff have the reasonable expectation to remain free of harassment and other forms of misconduct by students beyond the parameters of the school day and the school year. Such misconduct is subject to disciplinary action by the school as well as by the criminal justice system.

Note that a student committing an act of misconduct which is not listed may be subject to disciplinary action as well as determined by the principal.

LEVEL I VIOLATIONS

A Level I violation is considered to be any behavior which disrupts or interferes with the effective functioning of the school. Level I violations include the following:

Amorous behavior	Any kissing, hugging, or body contact beyond hand holding is not permitted in the high school.
Distribution or posting of unauthorized material	Self explanatory
Disruptive behavior	Abusive language, gestures, or actions which produce disruptions interfering with the effective functioning or safety of the staff, the students, or the school.
Food/Beverage violations	Not allowed in classrooms
Gambling	Participation in games of chance for money and/or other things of value.
Inappropriate dress	See "Dress Code"
Leaving school without authorization	Failure to "sign out" in office
Littering	Self explanatory
Loitering	The act of being in an unauthorized location or refusal to leave when directed to do so by school personnel
Electronic entertainment, picture-taking, recording, and communication devices, and skateboards, roller skate/blades	Such items brought onto campus during the school day may be confiscated. Items confiscated must be picked up by the parent.
Snowball throwing	Self explanatory
Sexual harassment	Mild comments of a sexual nature made to another individual, public conversations of a sexually explicit nature, "dirty jokes," and invasion of personal space by staring or proximity.

Trespassing	The act of being in school or on school property without legitimate reason or authorization (This includes suspended students)
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LEVEL II VIOLATIONS

A Level II violation is any behavior which seriously disrupts or interferes with the effective functioning of the school. Level II violations include the following:

Disruption of the educational process	Behavior which seriously disrupts any school activity or the orderly and safe operation of the school
Fighting	Aggressive physical conflict between two or more individuals
Fireworks/matches/lighters	The use or possession of devices made from explosive or flammable materials (Fireworks include Class B and Class C fireworks as identified by state law)
Forgery/Giving false information	Intentional misrepresentation of information given to school district personnel
Hazing	The act of initiating or forcing of action against another's will as part of a formal or informal initiation process
Immodest behavior	Self explanatory
Insubordination	Verbal or non-verbal refusal to comply with a reasonable request or directive from any school employee

General harassment Sexual harassment	Jeopardizing another's comfort level within the educational environment through words and/or actions
Bullying/Harassment (defined elsewhere)	Sexually explicit gestures, explicit comments of a sexual nature made to another individual, and unwelcome contact of a sexual nature
Academic dishonesty	Cheating and plagiarism (see definitions at end of this section)
Vandalism/Theft (less than \$25.00)	Self explanatory

LEVEL III VIOLATIONS

A Level III violation is any behavior that more seriously disrupts or interferes with the effective functioning of the school more than those behaviors noted in Level II. Level III violations include the following:

Assault and/or battery (Could be Level IV based on severity.)	A threat to do harm to another without a weapon and/or the actual physical contact of carrying out that threat
Significant disruption of the educational process	Behavior which seriously disrupts the educational process of any school activity or the orderly and safe operation of the school
Sexual harassment/Assault	Offensive display of sex objects, display of pornographic stories of pictures, intentional touching of a person's intimate body parts or clothing covering these parts
Stealing, possession, or transfer of property over \$25.00	The act of taking possession of or transferring the property of another without the consent of the owner

Vandalism	The destruction, defacing, or damaging of school property or property of others.

LEVEL IV VIOLATIONS

A level IV violation is any behavior which seriously jeopardizes the safety of Clare High School students. Level IV violations include the following:

Possession/concealment of weapon(s) or dangerous instrument(s) as defined by Michigan State Law including look-alikes	The possession or concealment of any kind of weapon or dangerous instrument: Knives, guns, tools, or any other instrument to be used as a weapon.
Possession of explosive devices including look-alikes	Bombs, homemade explosive devices, and large explosive fireworks.
Bomb threats or other threats of serious physical injury to members of Clare High School students or staff	Phone calls, verbal threats, or written threats.
*Drugs, drug look-alikes, alcohol, and illegal substances – sale, transfer, possession, consumption, or under the influence during school hours, at school functions, or on or near school property Criminal Sexual Conduct Arson	Self- explanatory

Violations of Level I—Discipline

The following actions will be implemented at the discretion of the administrator.

First and second violation:

1. Student conference
2. Parent notification
3. Detention
4. Counselor involvement

Third violation:

1. Student conference
2. Parent conference
(Teacher/Parent/Counselor/ Administrator/Student)
3. Detention

Fourth violation:

1. Student conference
2. Parent notification
3. One day ISS

Subsequent violations:

1. Student conference
2. Parent conference
3. Fifth==1 day out of school suspension
Sixth==3 day out of school suspension
Seventh==5 day out of school suspension
Eighth==7 day out of school suspension
Ninth==9 day out of school suspension
Additional==9 day out of school suspension

Violation of Level II—Discipline

The following actions will be administered at the discretion of the administrator:

First violation:

1. Student conference
2. Parent notification (Conference if appropriate)
3. Police notification (if appropriate)
4. Three (3) days out-of-school suspension
5. Counselor involvement
6. Restitution/Restoration (if appropriate)

Subsequent violations:

1. Student conference
2. Parent conference
3. Counselor involvement
4. Referral to police/professional agency
5. Second violation—5 day out-of-school suspension
6. Third violation—7 day suspension
7. Fourth violation—9 day suspension

8. Additional—9 day suspension and/or recommendation for expulsion

Violation of Level III—Discipline

The following actions will be administered at the discretion of the administrator:

1. Conference with student
2. Parent/Administrator conference
3. Counselor involvement
4. Police notification (if appropriate)
5. Five (5) day out-of-school suspension
6. Subsequent violations—10 day out-of-school suspensions

Possible recommendation to the Board of Education for expulsion.

Violations of Level IV—Discipline

The following actions will be administered by the administrator:

1. Conference with student
2. Parent/Administrator conference
3. Notification of Police
4. Immediate 10 day out of school suspension
5. Recommendation to the board of education for student expulsion or permanent expulsion

***For Level IV Violations involving possession consumption, or under the influence as noted, the following will apply:**

- Conference/Meeting with student
- Immediate ten-day suspension to allow for complete investigation
- Parent/Guardian & administrator meeting
- Notification of police as appropriate

First Offense

- Student is transferred/placed at Pioneer High School for not less than one semester or ninety (90) school days
- During such placement the student and parent/guardian must agree to:
 1. Immediately enrolling the student in a drug counseling and/or education program through the *Clare Ten Sixteen Recovery Network*. The counseling and/or education classes must continue throughout the student's placement at Pioneer High School and continue upon reinstatement to Clare High School for a period to be established by the high school administration. Documentation regarding the counseling and/or education classes must be provided to the high school administration on a monthly basis. **If the parents or guardians choose to send their child to an agency other than the *Clare Ten Sixteen Recovery Network*, the parents or guardians will be responsible to cover the entire program-related costs. If the student chooses to discontinue the counseling and/or education classes prior to being officially released, the student will be recommended to the Board of Education for expulsion of not less than one hundred and eighty (180) school days.**
 2. The student must agree to undergo drug screening/testing each month for a period of nine (9) calendar months.

Documentation of the results of the monthly screenings must be provided monthly to the high school administration. If the student tests positive for drug use, the student will be recommended to the Board of Education for expulsion of not less than one hundred and eighty (180) school days.

3. If the student/family has insurance coverage, their insurance will be the primary for all costs associated with the required assessments and treatment options.
4. If the student/family does not have insurance coverage or their provider does not cover the required assessments and treatment options, the school board will assume the costs associated with the required assessment and treatment options provided that they use the Board-directed local agency, the *Clare Ten Sixteen Recovery Network*.
5. The Board will assume all costs associated with the monthly drug screening/testing requirement.
6. All out-of-school suspension sanctions apply such as prohibition from school property and school-related activities.
7. A student's parents/guardians may file an appeal for reinstatement to Clare High School after the student has been at Pioneer High School for one (1) semester or ninety (90) school days if the student:
 - Meets all of the criteria established above (drug counseling and regular "clean" drug screenings
 - Attends Pioneer High School on a regular school basis (in attendance at least 85% of the scheduled school days)
 - Has no serious discipline infractions

Second Offense

- Administration recommendation for permanent expulsion
NOTE THAT STUDENTS SELLING DRUGS, LOOK-ALIKE DRUGS, OR ALCOHOL TO ANOTHER INDIVIDUAL WILL NOT BE AFFORDED THE OPPORTUNITY FOR REINSTATEMENT.

POSSESSION OR USE OF TOBACCO

Students shall not use or possess tobacco on school property. Students in violation of this policy shall be subject to the following:

First Offense	One day out-of-school suspension
Second Offense	Three day out-of-school suspension
Third Offense	Five day out-of-school suspension
Fourth Offense	Ten day out-of-school suspension

BULLYING POLICY

- It is the policy of Clare High School to provide a safe and nurturing educational environment for all of its students.
- Clare High School is committed to providing an educational environment which is free of bullying, intimidation, and harassment. Abuse of the dignity of anyone through racial slurs or through other derogatory or objectionable conduct is offensive behavior and will not be tolerated.

- Individuals who believe that their rights in this area have been violated should report their concerns to their teachers and/or the building administration.
- Students who engage in any act of bullying while at school, at a school function, in connection with any district-sponsored activity or event, or while riding district transportation are subject to disciplinary action up to and including suspension or expulsion as determined by the administration.

Bullying - Definition

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

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

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

1. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

For additional information regarding the school board policy against bullying, please see School Board Policy #8260.

HAZING OR TEAM INITIATION

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time or in connection with activity supported or sponsored by the District, whether on or off school property, is strictly prohibited. “Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, or deprivation of rights, or that creates physical or mental discomfort and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District. Students who engage in any act of hazing are subject to disciplinary actions up to and including suspension and expulsion as determined by the administration. For purposes of the student

handbook, hazing will be considered as a Level III or IV Violation as determined by the administration based upon the severity of the act.

INSUBORDINATION

Teachers, administrators, para-professionals, bus drivers, custodians and food service personnel are all responsible for student supervision. Students are expected to treat these individuals with respect and to comply with reasonable requests.

ACADEMIC DISHONESTY (Cheating)

Cheating is the representation of the work of others as one's own. Plagiarism is the representation of the ideas or words of others as one's own without appropriate attribution. Students are expected to conduct themselves with honesty and integrity. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes but is not limited to: copying another student's homework, working with others on projects that are to be done individually, looking at or copying another's test or quiz answers, allowing another to look at or copy work that is not his/her own, plagiarizing the work of other students, books and publications, or sources found on the Internet. Unless otherwise specifically directed by a teacher, all academic work is to be the exclusive individual work of the student submitting it. Students guilty of academic dishonesty will receive a "0" on the involved work and be subject to additional disciplinary action as described under "Discipline Procedures" in this handbook.

DEFINITION OF DISCIPLINE TERMS & RELATED POLICIES

Detention: This is a 45-minute period of time either before school or after school. The principal may also choose to assign lunch detentions that will each count as half a regular detention. Students assigned detentions must report on time and use this period productively. Students not bringing work to the detention period will be assigned (at the discretion of the supervisor) alternative tasks. Students who do not report to an assigned detention will have their detention doubled. Students who twice fail to appear for an assigned detention will be assigned a day of ISS in the first instance in the school year and a day of OSS for all subsequent instances in the school year.

In-School Suspension (ISS): This is a short-term suspension from the regular school program. This suspension is served on school grounds, under supervision. Students receiving special education services may access those services if needed while assigned to ISS. Students in ISS are not considered absent and are required to make up all missed classroom assignments. It is the student's responsibility to secure appropriate work and assignments from teachers to enable them to utilize their ISS time productively. Students on ISS refusing to do the work will be assigned an additional day of ISS; a second day of refusal to work will result in a day of OSS. Lunch periods and passing times will be altered to minimize social contact by students in ISS. Students on ISS are prohibited from off-campus and dual enrollment courses and co-curricular activities on days assigned ISS in the same manner as those assigned OSS (see below). *Students who receive more than two days of ISS in a semester will, instead, be assigned OSS*

for the third and subsequent instances in the semester and will be required to meet with their parents/guardians and the principal(s) before being allowed to return to classes

Out-Of-School Suspension (OSS): This is the exclusion of a student from school for a specific amount of time depending on the severity of the rule infraction. This exclusion extends to all school-related activities including CTE and dual enrollment classes, dances, plays, and athletic events. School work missed during suspensions must be made up. Students are responsible for making arrangements to obtain all assignments during this period of suspension. These arrangements are to be made through the high school office. All work will be due upon the student's return to school and credit will be granted for all work which is satisfactorily completed. Tests missed during this suspension period will be administered by the teacher upon the student's return to school.

Expulsion: This is the removal of a student from the school system for one academic year (180 school days) or more. This must be a Board of Education action taken as a result of the principal's and superintendent's recommendations. Expulsion procedures are in accord with Board of Education and Department of Education policies. It should also be noted that a student can be subject to expulsion for "persistent disobedience."

Overall: The severity of offenses may warrant an increase in penalties. Other offenses not itemized may also result in disciplinary action.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

The Clare Public Schools believe that technology can positively affect the work and educational experience for students and staff of the District. It is a goal of the school district to make current technology available and accessible to all students and staff.

In order to fulfill this commitment, it is essential for the computer hardware, software, files, networks, or any other technology to be maintained in a secure environment and be used in a responsible manner.

All students and staff in the school district have the privilege to access and use the various technologies within the district. This privilege extends to use of computers, printers, software, video equipment, the Internet, and any other available equipment in support of the educational goals or work requirements of Clare Public Schools.

This document outlines the guidelines and responsibilities of users of the District's technology in furtherance of the District's goals. It applies to all technology: networks, computers, video equipment, etc.

RESPONSIBILITIES

By exercising the privilege to access technology of the Clare Public School District, all staff and students imply acceptance of their responsibility to maintain systems and to respect the property of the district.

Specifically:

All use of technology must be in support of education and be consistent with the education purposes of Clare Public Schools. It is the responsibility of all users of the District's technologies to assure that they do not introduce any software to the systems that has not been approved by the system administrator. Even though the District will attempt to maintain the operational system of all technology, this does not guarantee that the functions of these systems will meet any specific requirements or that it will be error free or uninterrupted. Nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

All users have the responsibility to refrain from damaging or altering equipment or files. This includes physical damage, changing files or software configurations, or any other acts of vandalism.

It is the responsibility of all users to not access any files or programs for which they have not been given specific permission or authorization. User accounts are established for the private use of the person for whom they are created. All users have the responsibility to refrain from using other people's account. Sharing of passwords is prohibited.

It is the specific intent of the school district to be in compliance with the various copyright laws. It is the responsibility of all users to not copy programs from any system for their own use, to provide to others, or to sell. Further, it is the responsibility of all users to insure that they do not introduce computer viruses or other files that may damage the systems.

NETWORK/INTERNET GUIDELINES

After meeting guidelines established by Clare Public Schools, students and staff may apply to EDCen, REMCen, or any other providers for user account access to the Internet. Users have the responsibility to follow the guidelines of the REMCen and EDCen contract as provided by REMC5 and Central Michigan University. When On-Line in the Internet, students and staff will be required to sign in. File transfers must be pre-authorized.

Extensive use of technology for personal and private business is prohibited. Any use of technology for commercial, product advertisement, profit purposes, or political lobbying is prohibited.

Use of the technology to access or process pornographic materials, inappropriate text files, or files dangerous to the integrity of the network system is prohibited. In addition, users have the responsibility to not access files that would be considered offensive, obscene, or prejudicial against individuals or groups. Use of technology to send hate, harassing, or discriminatory remarks or using any other antisocial behaviors through e-mail is prohibited.

Users have the responsibility to not misrepresent themselves as another person, to use or alter files or accounts that belong to other users, or to alter passwords that belong to others.

Users have the responsibility to refrain from playing interactive or other types of games except as authorized by school personnel.

TERMS OF AGREEMENT

The District reserves the right to monitor usage of all technology. Students and staff use of the systems will be monitored to insure that all users are adhering to their responsibilities. **The District further reserves the right to take appropriate disciplinary action against individuals who fail to comply with this Acceptable Use Policy.**

The District reserves all rights to any material stored in files and will remove any material that the District believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

The District has access to the Internet and other computer systems around the world. Parents' of minors using this system should be aware of the existence of objectionable materials. Therefore, it is the parents' responsibility to monitor students while on the Internet at home. The District does not condone the use of such materials.

The system administrator reserves the right to set quotas for disk usage on the network.

Users will have the responsibility to delete mail messages and personal files on a regular basis to avoid excessive use of disk space. A user who exceeds their quota will be advised to delete files to return to compliance. If the user does not comply the system administrator will make the necessary deletions.

The violations on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act that is deemed misconduct will be subject to disciplinary action.

VIOLATIONS OF AGREEMENT

It is a goal of Clare Public Schools to make current technology available and accessible to all students. However, it is the responsibility of all individuals to adhere to the guidelines of the "Acceptable Use Policy for Technology" adopted by the Clare Public Schools Board of Education. All students must have on file a current, signed Technology Use Agreement. Technology use will not be permitted without a signed agreement.

Misuse of any technology in, or relating to, the Clare Public Schools will result in the loss of technology privileges.

- FIRST OFFENSE: Warning
- SECOND OFFENSE: 30 days off
- THIRD OFFENSE: 60 days off
- FOURTH OFFENSE: 120 days off
- FIFTH OFFENSE: One year from date of offense

Examples of major offenses: e-mail violations, sharing passwords, downloading files, playing games, making desktop changes.

- FIRST OFFENSE: 30 days off
- SECOND OFFENSE: 60 days off
- THIRD OFFENSE: 120 days off
- FOURTH OFFENSE: 1 year from date of offense
- FIFTH OFFENSE: School Career

MILITARY RELEASE OF INFORMATION

OPT OUT FORM

Regarding
RELEASE OF NAME, ADDRESS, AND TELEPHONE NUMBER

Federal public law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. Students are then called at home by recruiters to join the military. The law also requires the school district to notify you of your right to Opt-Out from this by requesting that the district not release your information to military recruiters. The completion and return of this form serves as your request to withhold your private information.

School _____

Date _____

Student Name _____ Date of Birth _____

As a student, you have the right to request that your private information is not released to military recruiter's and others. Complete this Opt-Out form and give it to your Principal or School Administrator.

_____ I request that this student's name, address, and telephone number not be released to Armed Forces and Military Recruiters, or Military Schools.

Signature of parent or guardian _____

or

_____ I am 18 years old and request my own name, address, telephone number and school records not be released to the Armed Forces, Military Recruiters, or Military Schools.

Signature of student _____

Date: _____

CLARE ATHLETIC
CODE

Clare Schools adhere to M.H.S.A.A. standards of competition with all athletic programs in agreement with the Philosophy of Education of the Clare Board of Education. It is an honor and a privilege to represent your school and community. If you wish to participate in athletics, you must be worthy of the honor and deserving of the privilege. Obedience to the training rules does not guarantee participation, nor does it determine playing time.

I. TRAINING RULES:

Use or possession of alcohol, tobacco, illegal, unprescribed, look-alikes substances and/or performance enhancing drugs is prohibited. Violations of state statutes (misdemeanor or felony), school rules or ordinances, whether or not criminal charges result, is prohibited. Training rules are in effect the entire year.

- A. Violations of training rules must be: a matter of public record, or be admitted to by the athlete, or shown by a preponderance of evidence.
- B. Reported violations will result in an investigation by the athletic director and/or principal that will begin within seven (7) days of receiving the report.
- C. The athlete will have an informal hearing with the A.D. and/or principal or designee to determine if a violation has occurred. The athlete is given an opportunity to deny charges and rebut and present evidence, with the presence of parent if desired.
- D. When the athlete is found in violation, a registered letter will be sent to the athlete's home notifying the parents of the suspension and the reason why. Parents or guardian are to contact the school within 3 business days to acknowledge receipt of the registered letter or to arrange a conference. Failure to contact the Athletic Director within 3 business days, the right to appeal is forfeited.

II. PENALTIES:

From the date an athlete is found to be in violation of the Athletic Code's training rules, the following penalties will be imposed. Multiple violations will not be regarded as concurrent penalties.

A. First Offense

- 1. Participation in 25% of the scheduled number of contests in the current season will be denied. Current season is defined to be that season in progress at the date of the informal hearing. The denial of participation will extend into the athlete's next season if necessary to fulfill the suspension assigned and the number of games carried over will be prorated on a percentage basis. If the athlete is not involved in a current season, then 25% of the next season the athlete participates in will be denied. (Sale or distribution of alcohol, controlled substances and/or performance enhancing drugs will lead to permanent suspension from CPS athletics)
- 2. Athlete will maintain academic eligibility requirements
- 3. Participate in all practice sessions is at the discretion of the coaches involved.
- 4. A suspended athlete is to be in street clothes at contests.

While on suspension, no athlete will be allowed to be dismissed from school for athletic reasons.

5. The athlete must complete the entire sport season in good standing, as approved by the athletic director and coach, in order for the athlete to be given credit for serving the suspension.

Note: That an athlete or team committing an act of misconduct which is not listed may be subject to disciplinary action as determined by the CPS administration. Stricter penalties may be imposed based on the severity of the act.

6. Any CMS student who violates the athletic code will enter CHS as a probationary athlete. If the student has no violations freshman year than probation will be lifted. If the probationary athlete violates the athletic code the violation will be considered a second offense.

B. Second Offense

1. The athlete will be denied contest participation for one calendar year from the date of the registered letter following the investigation when the athlete is determined to be in violation of the athletic code.
2. An athlete disciplined for substance and/or alcohol abuse will be required to attend a school approved substance abuse program (at the expense of the athlete). After serving the assigned calendar year suspension, the athlete may return to athletic contest participation provided the student follows through on the referral and has completed the recommended course of action. Failure to complete the assessment and recommended program will result in suspension from athletics until the recommended program is completed.
3. Participation in all practice sessions is at the discretion of the coaches involved.
4. While on suspension, no athlete will be allowed to be dismissed from school for athletic reasons.
5. A suspended athlete is to be in street clothes at contests.
6. The athlete may make a written request to the Athletic Director for reinstatement. The Middle School Principal, High School Principal and Superintendent will review the written request, including all pertinent information provided by the athlete to determine whether or not reinstatement will be made after six (6) months from the date of the registered letter. If criteria has been met, as determined by the athletic review board the athlete will be reinstated. The student must demonstrate current or improved standards, including, but not limited to the following criteria:
 1. Attendance record conclusive to scholastic achievement.
 2. Disciplinary referrals.
 3. Academically in good standing
 4. Further athletic violations.

5. Continued participation in School Activities.

C. Third Offense.

Athlete will be suspended from all athletics for the remainder of his/her career at CHS.

III. APPEALS:

Athletes entering the appeal process remain ineligible for athletic competition until reinstatement is granted through the appeal process. The athlete may request in writing, (given to the Athletic Director), to appeal a suspension to the Review Board, and the School Board, in that order. The Review Board may uphold, dismiss or modify the suspension imposed. Time lines in the appeal process will be as follows:

- A. Parents notify the Athletic Director within 3 business days of receiving the registered letter.
- B. All appeals are to be made in writing within three (3) business days of receiving notification of suspension or notification that the suspension has been upheld in the appeal process.
- C. Appeal hearing will be scheduled within seven (7) business days after receipt of written appeal, except at the School Board level.
- D. Decisions on the appeal will be communicated to both parties within three (3) business days, in writing, either hand delivered or by registered mail. Decisions rendered in the appeal process may be appealed to the Board of Education.
- E. Written request for appeal should be made to the president of the Board of Education within seven (7) calendar days. The Board of Education will schedule a hearing within 45 days. The athlete will remain ineligible for participation until the completion of the Board of Education process.

OTHER ATHLETIC RULES

- I. In addition to the training rules, the following rules exist for Clare Public Schools athletes.
 - A. Behavior which is detrimental to the team shall be punished by the coach. Detrimental behavior may include, but is not limited to such things as: profanity, missing practice or contests without being excused by the coach, insubordination, being associated with unlawful substances, or poor attitude.
 - B. Adherence to the school board policy for transportation to and from practices and contests.
 - C. Curfew is for in season athletes only. Coaches will establish curfew times and will monitor the implementation. The coach may alter the curfew when he/she feels it is advisable to do so. Failure to comply with the established curfew will result in possible disciplinary action by the coach involved.
 - D. All clothing and equipment issued to students, remains the property of the school. It is the athlete's responsibility to take reasonable care of all property in his/her possession and to return it in as near-issued condition as possible. Athletes will be charged a reasonable amount (not to exceed replacement

value) for damage to or loss of any school issued clothing and equipment. Athletic equipment or clothing is not to be used for physical education or any other non-athletic activity unless given permission by the coach. Failure to reimburse for lost or and damaged equipment will prevent the student from participating in athletics until the matter is cleared up Awards will not be given to such individual until the problem is solved. If a paid-for item is and returned to the athletic department, the student will receive a refund. Possession of school equipment or clothing that has not been issued to the student is a violation of school athletic rules. Seniors will not be able to participate in graduation programs if athletic obligations are not met.

II. PENALTIES:

An athlete may be suspended by a coach for disciplinary reasons for an indefinite period. Notification of the suspension must be made to the athletic director and the parents of the athlete within one business day.

The athletic director may add additional disciplinary action as a result of the communication.

III. APPEAL:

The athlete may request a meeting with the athletic director and the coach involved to appeal the suspension.

IV. Hazing or Team Initiation

Soliciting, encouraging, aiding, or engaging in “hazing” on or in any school property at any time or in connection with activity supported or sponsored by the District, whether on or off school property, is strictly prohibited. “Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District. Students who engage in any act of hazing are subject to disciplinary actions up to and including suspension or expulsion as determined by the administration. Failure to Comply: Suspension from team and school and possible removal from team as determined by administration.

V Persistent Disobedience – Student athletes are to adhere to school rules. Any student athlete who violates school rules on a continuous basis can lose their athletic eligibility. Once an athlete reaches 5 referrals the following will occur:

5th Referral – Coach is contacted and player has meeting with athletic director

6th Referral – Coach contacted and disciplined by coach

7th and 8th Referral – Player is suspended for 10% of an athletic season. Penalty imposed immediately.

9th and 10th Referral – Player suspended for 50% of an athletic season. Penalty imposed immediately.

11th Referral – Athlete is suspended from sports for the remainder of the school year.

ATHLETIC GUIDELINES

Clare athletes may participate in two sports during each season of the year. An athlete must fill out a dual participation application to be considered to participate in two sports.

- I. Athletes who quit or are dismissed from a sport after the first interscholastic contest may not participate in any other interscholastic or intramural sport or activity until that season has been completed without permission of both coaches involved and the athletic director.
- II. Starting practice dates for each sport are established by the Michigan High School Athletic Association.
- III. Practice sessions with four or less students may begin at the half way point of preceding season.
- IV. Weekend and vacation day practices shall be cleared through the athletic director and will be considered voluntary.
- V. When school has been canceled because of inclement weather, there will be no practice unless approved by administration. Practices may be scheduled with prior approval from the athletic director. However, anyone who cannot make it in to school may be excused by contacting the coach.

ATTENDANCE

In order for an athlete to participate in a practice or contest, he/she must be in attendance for the ENTIRE SCHOOL DAY. If he/she misses any portion of the day due to illness, oversleeping, etc., they will not be allowed to practice or compete on that day. There are exceptions; school sponsored activities, scheduled appointments (dentist, doctor, optometrist, orthodontist, etc.) and funerals are not considered illness. Athletes providing proper documentation of appointments and prior notification of funerals will be allowed to practice and compete. Athlete may ask for an appeal to the Athletic Director. Athletic Director's decision is final.

ELIGIBILITY

To remain eligible to represent Clare Public Schools in athletic events, a student must meet Clare Public School's eligibility policy and meet the requirements prescribed by the M.H.S.A.A.

A. Current Season

Per MHSAA standards a student-athlete must be passing at least 66% of credit hours attempted (five classes) at all times during their season of competition. In addition, any student-athlete failing more than one class during their season of competition will be placed on academic probation for one week. Any subsequent failure of more than one class will result in ineligibility for the following week. Eligibility will be checked every three weeks, but student-athletes who are on probation or ineligible will be checked every week to insure improvement.

- Any student failing 3 or more classes in a marking period will be ineligible for 3 weeks. During the 3 week period the athlete will not be able to miss any classes due to athletics. After 3 weeks the student must be passing at least 6 classes to

become eligible.

B. Previous Semester

Any student failing more than one class for a semester will be ineligible for the following semester.

- Any student who does not meet the CHS criteria for semester eligibility but meets the MHSAA standard can become eligible by making up the ½ credit in a CHS accredited program. The CPS will not provide any monetary support for the credit recovery. A student may only do this one time in his/her high school career.
- Any student who has not met the eligibility standards of CHS may appeal to the principal of CHS (no appeal is allowed if MHSAA standards are not met).

AWARDS

Letter awards can be earned as a result of participating in interscholastic athletics. Awards are on loan to students until graduation or until the student transfers to another school.

A student will receive a letter, certificate, and pin for the first varsity sport in which he/she earns a letter. A certificate and pin will be awarded for each subsequent varsity award. Award eligibility is determined by each individual sports varsity coach and will be shared with the athletes and their parents at the parents meeting each year.

Athletic Recognition

- **Athletic Teams**
All athletic teams that are crowned champions in the following areas will be recognized: Division, Conference, District, Regional, State Semi-Finalist, and State Finalist. (Football-Qualify for Play-Offs). Coaches will present teams to the Clare BOE and will formally honor team and individual accomplishments.
 - **Athletes**
Any athlete who is named to any All-State or Academic All-State Team. Any athlete who individually qualifies for a MHSAA State Finals. This honor will be bestowed as the team is being honored; if the team is not honored, the individuals will be honored by the Board of Education (BOE) and accompanied by the coach.
 - **Coach**
Any Coach who is named a Regional Coach of the Year or State Coach of the Year. Any coach who is named to their respective sports Hall of Fame.
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- The teams and individuals will be recognized by the BOE at its meetings during these months:
Cross-Country-November
Soccer-November
Football-December

Skiing-March
Wrestling-March
Boys' Basketball-April
Girls' Basketball-April
Golf-June
Girls' Soccer-June
Boys' Track-August
Girls' Track-August
Baseball-September
Softball-September