Clintondale High School
2023-2024
Student Procedures, Reporting Hand Book and Athletic Handbook

Clintondale High School
35200 Little Mack
Clinton Township, MI 48035-2633
586-791-6300

Mrs. Meloney Cargill, Principal
Mr. Maurice Woods, Assistant Principal
Mr. Robert Walmsley Jr., Athletic Director

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Maurice Woods	Assistant Principal, ext. 2005
Robert Walmsley, Jr.	Athletic Director, ext. 2621, 2806

INFORMATION DIRECTORY

Academic Issues	ext. 2008
Activities	ext. 2002
Attendance	ext. 2400
Suspensions	ext. 2621
Dual Enrollment	ext. 2008
Fines	ext. 2004
Free Lunch Program	ext. 1005
Homework requests	ext. 2008
Lost and Found	ext. 2621

CLINTONDALE COMMUNITY SCHOOLS STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW AND THE MICHIGAN DEPARTMENT OF EDUCATION:

The Clintondale Community Schools Board of Education hereby agrees to comply with Federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the United States Department of Education and the Michigan Department of Education.

District Policy requires non-discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, English proficiency, disability, height or weight; in its programs, services, activities, employment or admissions policies. Any questions, complaints, etc. regarding The Age Act, Title VI and Title IX should be directed to the Office of Human Resources Attn.: 35100 Little Mack, Clinton Township, MI 48035, 586-791-6300, ext. 3003; Dr. Belinda Hicks, Title II and Section 504, 35200 Little Mack, Clinton Township, MI 48035, 586-791-6300, ext.4017.

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Letter to Parents and Students

Dear Clintondale Families,

The State Board of Education of Michigan State Department of Education adopted a resolution, which prompted all Michigan school districts to adopt a written Code of Conduct. As a result all Michigan school districts have prepared for distribution to students and parents of their communities a publication outlining the Student Code Of Conduct. The Code of Conduct is very important as it sets the expectations of how students are expected to act as scholars within the Clintondale Community School District.

Most of the items included in the Student Code of Conduct have been a part of policies, rules, and regulations of the Clintondale Community Schools in the past. We will enforce all rules that are listed in the Student Code of Conduct. The rules and policies have been set forth by the administration and the Clintondale Board of Education. The purpose of organizing the rules and regulations into a single booklet is to be sure that everyone is informed of the formal procedures and processes involving student discipline, including suspension, expulsion, etc.

The resolution of the State Board of Education has required local districts to expend considerable efforts in organizing rules and regulations which personally affect only a small percentage of the student body. However discipline problems do occur and hopefully this document will provide an orderly procedure for resolving those problems. It should be understood that the primary policy of the Board of Education is to solve problems and situations for students whenever possible. Consequences will be administered for discipline issues to arise.

The following will have Zero Tolerance in the Clintondale Community Schools.

- Bomb Threats
- Sexula Acts
- Weapons in Schools
- Drugs in Schools
- Disrespect to Staff

Clintondale Community Schools staff will work to support the students and ensure we are following the student code of conduct. Restorative practices will be utilized as well as progressive discipline, unless the offense in question falls within one of the zero tolerance behaviors. Clintondale Community Schools will also utilize positive behavior support along with behavior coaches and behavior committees to support the success of our students.

Kenneth Janczarek
Superintendent - Clintondale Community Schools

CLINTONDALE HIGH SCHOOL
35200 Little Mack
Clinton Township, Michigan 48035-2633
586-791-6300

FOREWORD

TO: Students and Parents

This handbook was prepared to give you a summary guide to the rules, regulations and expectations at Clintondale High School. The regulations are designed to guarantee you a safe, productive educational environment. Our expectations are that you will attend regularly, do your best and enjoy the many opportunities we offer to broaden your personality and your skills. You will inevitably discover that the amount of education and fun you derive from your high school years is directly proportional to the amount of time and effort you put into it.

We sincerely hope both parents and students will take the time to carefully read the entire booklet and keep it on file at home. If you have questions concerning any of the information, please don't hesitate to call us. We are here to serve you, the parents and students of Clintondale.

Respectfully,

Meloney Cargill
High School Principal

Maurice Woods
Assistant Principal

BOARD OF EDUCATION PHILOSOPHY

Clintondale Community Schools is a progressive community-oriented institution that is dedicated to meeting the educational needs of the students through a comprehensive range of quality educational programs. With the realization that education is both a right and a privilege, the schools will plan their programs to give equal educational opportunities to students of varying interests and abilities. To attain this goal, a staff or individually qualified persons, devoted to, and motivated by a common purpose, must function with students and each other in a workable, democratic relationship involving mutual confidence, respect, helpfulness and planning. Through classroom work and student activities, they will provide practical experiences designed to perpetuate the fundamental concepts of American democracy and to meet the leisure, recreational, social and emotional interests and needs of students.

MISSION STATEMENT

DISTRICT MISSION STATEMENT

Clintondale Community Schools will provide an academic environment that prepares our diverse student body to reach its fullest potential and become productive members of society.

HIGH SCHOOL VISION STATEMENT

To develop socially responsible citizens and to empower them to meet the changes of a rapidly changing society. Furthermore, to help them grow a sense of cultural awareness, to develop an appreciation for the arts, and a tolerance of diversity with a commitment to bettering their community.

Clintondale High School Graduates will have the ability to:

- comprehend what they read
- write and speak effectively
- use scientific facts and principles
- solve mathematical problems
- understand past and present cultures
- develop habits which promote physical and emotional well-being
- demonstrate learning and problem solving skills
- show courtesy, respect and concern for others
- identify a career path and a method to achieve it
  assume a productive and responsible role in society
- use and transfer technological knowledge and skills for life roles (family member, citizen, worker, and lifelong learner).

Revised August 5, 2008

HIGH SCHOOL MISSION STATEMENT

Preparing today's learners to be tomorrow's leaders.

PUBLIC ACT 521 "PHYSICAL PUNISHMENT"

Public Act 521, school persons shall not inflict, threaten to inflict, nor cause to be inflicted any form of physical punishment, as a penalty for student misconduct. Public Act 521 permits the use of reasonable force, in order to protect people from harm, to take possession of dangerous objects or to protect school property. Board members are permitted to discipline school persons who violate this law.

PUBLIC ACT 314 "YOUTH TOBACCO ACT"

"An act to prohibit the selling, giving, or furnishing of tobacco products to minors; to prohibit the use of tobacco products by minors; to prohibit the harboring of minors for the purpose of indulging in the use of tobacco products; to prescribe penalties; and to prescribe the powers and duties of certain state agencies and departments."

Because of the advent of this law, **it is now unlawful for a school to allow or condone the use or possession of tobacco or tobacco products by a minor on school property. (Violation subject to monetary fine ticketed through Clinton Township Police Department.)**

SECTION 1272A "BREAKFAST"

Section 1272A of the School Code requires school districts, with limited exceptions, to "establish and operate" a breakfast program.

OPT-OUT

Section 1170 of the School Code states: A child upon the written statement of parents or guardian that instruction in the characteristics or symptoms of disease is in conflict with his or her sincerely held religious beliefs shall be excused from attending classes where such instruction is being given and no penalties as to credit or graduation shall result there from. MCL380.1170.

Section 1507 of the School Code states: A pupil shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the pupil's parent or guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his or her right to have the pupil excused from the class. MCL380.1507.

STATE-ENDORSEMENTS

State endorsement results will be placed on student transcripts.

TESTING OUT OF HIGH SCHOOL CLASSES

Section 1279b of the School Code deals with testing out of high school classes. Any interest in information concerning this area should be addressed to the Counseling Office at 791-6300 x2008.

The following conditions pertain to the Act:

A) Pupils must be enrolled in school, but not in course.

B) Attain a grade not less than a C+ in the final exam or exhibit mastery through other means (i.e. portfolio, demonstration, paper, project, presentation, and et. al.)

C) Credit shall be issued on "pass" status and not to influence overall grade point averages.

D) Credit earned shall be counted toward fulfillment of any prerequisite and subject area requirement. (i.e. English 11 as one of 4 years of English required and First Year Spanish as a prerequisite to Second Year Spanish.)

E) Once credit is earned at this level, credit for lower level courses are not allowable.

F) Successfully attaining credit under this policy will earn a grade or task and shall not be used in computation of grade point average but shall be used towards credit for graduation.

G) Not all courses (i.e. Physical Education, etc.) are eligible for testing out. Any interest in information concerning this area should be addressed to the Counseling Office at 791-6300 ext. 2008.

SECTION 1177 "IMMUNIZATION"

STATE LAW

A) Students entering a Michigan school, as a new entrant must present a written record indicating that they have received all required vaccines.

B) Parents who object to some or all vaccines must sign a School Immunization Waiver Form claiming that Immunization is against their religious beliefs, or other strong objection to immunization. The waiver form must be signed and witnessed at the school office. It may not be mailed or sent home with the child. The waiver will be subject to review by Macomb County Health Department. This form should be filed in the student's record.

SEXUAL HARASSMENT - OF AND BY STUDENTS

The Clintondale Board of Education prohibits sexual harassment by or towards any student. This policy applies to conduct during and relating to school and school sponsored activities. Sexual harassment is inappropriate and offensive. All students have a right to be educated in an environment free from sexual harassment. All School District employees have a right to work in an environment free from sexual harassment.

DEFINITION OF SEXUAL HARASSMENT

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

A) Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.

B) Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.

C) The conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment for students or School District employees.

D) Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school. Examples of conduct, which may constitute sexual harassment and would therefore be prohibited, include:

E) Unwelcome leering, sexual flirtation, propositions, accosting or soliciting.

F) Unwelcome sexual slurs, epithets, threats, derogatory comments or sexually degrading descriptions.

G) Unwelcome graphic verbal comments about an individual's body.

H) Unwelcome sexual jokes, stories, drawings, pictures or gestures.

I) Unwelcome spreading of sexual rumors about a student, teacher, administrator, board member, or school employee.

J) Unwelcome touching of an individual's body or clothes or the covering or blocking of said individual normal movement for the purpose of sexual flirtation, sexual advancement or sexual intimidation.

K) Conditioning academic and or student activity privileges on submission to unwanted sexual conduct from students or staff.

L) Displaying sexually suggestive objects, pictures or graphics in the educational environment.

NATURE OF SEXUAL HARASSMENT

Sexual harassment may occur:

- Student to student
- Staff to student
- Students to staff
- Male to male
- Female to female
- Male to female
- Female to male

DISCIPLINE CONSEQUENCES

Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including expulsion.

Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal.

Any employee who received a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the Principal and/or Deputy Superintendent shall be disciplined appropriately.

REPORTING PROCEDURE/INVESTIGATION

- The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.
- Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment off that student or another student by a student or adult in the educational setting must forward that report to the building Principal within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.
- All complaints of sexual harassment will be investigated and promptly resolved by the building Principal.
- Upon receipt of an allegation of sexual harassment, the Principal will designate an investigator who will initiate an investigation into the complaint within forty-eight hours.
- Verbal reports of sexual harassment will be put in writing by the individual complaining or the person who receives the complaint and will be signed by the person complaining.
- Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.
- The complaint investigator will put his/her findings in writing and will forward a copy to within one week or a reasonable extension of time thereafter for good cause, after concluding the investigation.
- Results may be indeterminate. If so, the matter will be recorded as unresolved and the record will be maintained by the School District separate and apart from any student or personnel file.

The reporting/investigation procedures apply to internal investigation by the School District of any sexual Harassment Complaint. Nothing in this reporting procedure shall relieve any employee at the school district from the reporting obligation imposed under the Child Abuse Neglect and Reporting Act.

RETALIATION PROHIBITED

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint nor will it affect the student's academic standing, rights, or privileges.

ENFORCEMENT

The Administration including each Principal has the responsibility of maintaining a work environment and/or educational environment free of sexual harassment. The Superintendent's office shall take appropriate actions to reinforce the School District's sexual harassment policy. These actions will include:

A) Prompt removal of vulgar or sexually offensive graffiti.
B) Providing student instruction about sexual harassment through at least one assembly.
C) Taking appropriate disciplinary action as needed.
D) All homeroom teachers shall discuss this policy with their students during the first week of each school year. Discussion shall be carried out in age-appropriate ways and should assure students that they need not endure any form of sexual harassment.
E) In addition, all teachers, counselors and administrators shall instruct students on the procedures for reporting sexual harassment within the educational setting on an as needed basis.

NOTIFICATIONS

A copy of this sexual harassment policy shall:

A) Be included in the School Code of Conduct that is sent to parents/guardians at the beginning of each school year.
B) Be displayed in a prominent location near each school Principal's office.
C) Appear in any school or School District publication that sets forth the school or School District's comprehensive rules, regulations, procedures and standards of conduct.

TITLE VI - DISCRIMINATION ON THE BASIS OF RACE, COLOR OR NATIONAL ORIGIN

If any person believes that Clintondale Community School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI or is in some way discriminatory on the basis of race, color or national origin, he/she may bring forward a complaint to the Administration Office at the following address: 35100 Little Mack, Clinton Twp., MI 48035; Attn: Office of Human Resources.

TITLE IX - SEX DISCRIMINATION

If any person believes that Clintondale Community School District or any part of the school organization has inadequately applied the principles and/ or regulations of Title IX or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint to the Administration Office at the following address: 35100 Little Mack, Clinton Twp., MI 48035; Attn: Office of Human Resources.

TITLE II - AMERICANS WITH DISABILITIES ACT OF 1990

If any person believes that Clintondale Community School District or any part of the school organization has inadequately applied the principles and/ or regulations of Title II or is in some way discriminatory on the basis of disabilities, he/she may bring forward a complaint to the Administration Office at the following address: 35200 Little Mack, Clinton Twp., MI 48035; Attn: Dr. Belinda Hicks.

AGE DISCRIMINATION ACT OF 1975

If any person believes that Clintondale Community School District or any part of the school organization has inadequately applied the principles and/or regulations of the Age Discrimination Act or is in some way discriminatory on the basis of age, he/she may bring forward a complaint to the Administration Office at the following address: 35100 Little Mack, Clinton Twp., MI 48035; Attn: Office of Human Resources.

INFORMAL PROCEDURE (for Title II, Title VI, Title IX, or Age Discrimination Act) The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Coordinator (refer to above listings), who shall in turn investigate the complaint and reply to the complainant in writing within two (2) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

FORMAL GRIEVANCE PROCEDURE (for Title II, Title VI, Title IX, Age of Discrimination Act)

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Coordinator (refer to above listings) within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

Step 2: If the complainant wishes to appeal the decision of the Local Coordinator (refer to above listings), he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Local Coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the grievance within ten (10) business days by certified mail.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of her/his receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the office for Civil Rights, U.S. Department of Education, Washington, D.C., 20201.

Section 504 – DISCRIMINATION AGAINST THE HANDICAPPED

The Clintondale Community School District, in compliance with Section 504 of the Rehabilitation Act of 1973 regarding discrimination against the handicapped adopted by the Department of Health and Human Services, publishes the following complaint procedures.

A complaint is defined as an alleged action prohibited under the Act identified above, and a Complainant is a student or employee who submits a complaint.

Step 1: The complainant must submit to the administrator designed to receive and investigate complaints alleging noncompliance with the Rules and Regulations, a signed, written, "Statement of Complaint." The "Statement of Complaint" shall name the complainant; shall state the facts giving rise to the complaint; shall identify all the provisions of the Rules and Regulations alleged to be violated; shall state the contention of the complainant with respect to those provisions; shall indicate the relief requested; and shall be signed by the complainant involved. The coordinator shall give the complainant an answer in writing no later than five (5) business days after receipt of the written complaint.

Step 2: If the complaint is not resolved in Step 1, it must be submitted within five (5) business days to the Superintendent or her/his Deputy. The Superintendent or her/his Deputy and the complainant shall meet within a reasonable time, not to exceed fourteen (14) business days, in an attempt to resolve this matter.

Step 3: If a satisfactory disposition of the complaint is not made as a result of the meeting provided in Step 2 above, either party shall have the right to file said complaint with the Secretary of the Board within five (5) days of the meeting provided in Step 2. The Board shall have thirty (30) days to render its decision, in writing, to the complainant.

Any complaint submitted under this procedure shall be filed at Step 1 within twenty (20) business days after the complainant became aware, or reasonably should have become aware, of the complaint. If the complaint is not served within that time, the complaint will not be considered. Failure by the complainant to appeal the complaint from Step 1 to Step 2 within the time limit provided shall also bar the complaint.

Complaint forms for Title II, Title VI, Title IX, Age of Discrimination Act of 1975, and Section 504 are available in the Main Office of the High School.

I. GENERAL POLICIES

ATTENDANCE POLICY

Regular attendance is essential in achieving a quality education. Classroom attendance provides students the opportunity to participate in group activities, classroom discussions, and other related educational experiences.

All students enrolled in Virtual Learning will: attend all scheduled courses/teacher lessons each day; know and follow each course/class daily agenda and due dates; must monitor and participate fully through Schoology, the district's learning management system; complete and submit all homework assignments and tests; and complete Schoology training to ensure remote success.

Students may acquire ten **(10) undocumented** absences per class, per semester. An absence confirmed with proper documentation is NOT recorded as part of these ten (10) allowable absences. Documentation **must be provided within forty-eight (48) hours** upon a student's return to school. The following absences may be documented:

- Medical with a physician's note
- Student Activity
- Pre-arranged absence w/administrative approval
- Family bereavement
- Court appearance
- Youth Home
- Homebound

Clintondale High School has established attendance guidelines to address the consequences for excessive excused and unexcused absences. These guidelines will take effect when a student accumulates eleven (11) absences in one or more class, whether the class is virtual or face to face. Parents may obtain access to their student's attendance through the Parent Portal, or by contacting the Attendance Office at 586-791-6301, ext. 2400. Administrative action may include, but is not limited to the following:

- Meeting with the CCS Attendance Team
- Macomb County Truancy Program referral

A student may still be assigned a grade of an "F" if they fail to meet the subject area content expectations for the class regardless of his/her attendance.

THERE IS NO WAY TO DUPLICATE THE CLASSROOM EXPERIENCE AFTER A STUDENT HAS BEEN ABSENT.

EXCUSED ABSENCE POLICY GUIDELINES

Attendance every hour every day is crucial for the student to benefit and achieve the best possible education.

The following types of absences will not count toward the student's allowable (10) ten:

1) Verifiable extended illness
2) Medical/Dental appointment (Five (5) allowed with verifiable documentation from your doctor indicating that these appointments must be made during school hours. FOR EXAMPLE: **orthodontic appointments, counseling appointments, and medical specialist appointments.)**
3. School sponsored or sanctioned activities are exempt from, and will not count toward the total number of 10 absences.
4. College visitations, maximum number of two per school year with pre-approval of Counseling Office
5. Funerals with proper documentation
6. Court appearances with proper documentation
7. Pre-arranged family trips - One (1) request per school year.

Notification must be received ten (10) school days prior to departure. REFER TO PRE-ARRANGED ABSENCE POLICY. THE STUDENT MUST BRING IN THE APPROPRIATE DOCUMENTATION IMMEDIATELY UPON HIS/HER RETURN TO SCHOOL.

PROCEDURE FOR REPORTING ABSENCES

A) To excuse a student's absence, parents must contact the Attendance Office (at 79l-6300 Ext. 2621) by 3:00 PM on the day of the absence **but no later than 10:00a.m.** on the day of his/her return (**notes will not be accepted**). Parents may also call after 3:30 PM and before 7:30 AM at 791-6309 Ext. 9003 to report absences on a recording device.

B) To excuse a student for a partial day absence, the parent must call and indicate the student's approximate time of arrival. **IMMEDIATELY** upon arriving at school, the student must report to the Attendance Office for a pass. If the student does not obtain a pass upon arrival, **the absences will be unexcused**. (Reminder: attendance is taken each hour, therefore if a student is tardy to their first hour, he/she should still report to school.)

C) If a student's name is on the excused absence or tardy list, but is reported present in any of his/her classes, his/her name will be removed from the excused list.

D) A student will be given one (1) day for each excused day of absence to make up any missed assignments and turn them in to the teacher. **It is the student's responsibility to meet with the teacher and obtain any missed assignments.**

E) **SUSPENSIONS** and/or absences which are the result of school-sanctioned or school-sponsored activities are exempted from inclusion in either the excused or unexcused absence totals. Suspended students are not permitted to participate in, or attend, school functions on the day(s) of the suspension, the weekend, and/or the school break when they are suspended on the last day before the weekend/break.

SIGN OUT PROCEDURE

A) Students who leave before the end of the school day **MUST** follow the **SIGN OUT PROCEDURE**.

1) The student must advise the appropriate office of his/her desire to leave school, and he/she must state the reason.
2) The administrator (or designee), **in the case of illness** will contact the parent or guardian for permission to release the student.
3) Failure to follow the sign out procedure, will result in an **unexcused** absent, for any class missed, and disciplinary action may be taken.
4) Calls received from anyone other than a parent/guardian or emergency contact person, to sign out a student, with the student's knowledge, may warrant disciplinary action. For any sign outs due to doctor or dentist appointments, etc.,proper documentation must be provided upon the student's return.

TARDY POLICY:

1) 3rd Tardy = Warning provided by the teacher
5th Tardy = Detention assignment (after school or 2 lunch)
7th Tardy = One day out-of-school suspension (OSS), or opt out by doing 4 hours of approved community service
9th Tardy = One day OSS, or opt out by doing 4 hours of approved community service
11th Tardy and beyond = One day OSS, with referral to truancy and be considered non-compliant behavior, initiating potential further discipline according to the code of conduct step system

2) **FIRST CLASS OF THE DAY! (ZERO OR FIRST HOUR ONLY)** - A student will be considered tardy if he/she enters the classroom after the tardy bell rings, and is less than twenty (20) minutes late and meets the following condition: Parent/Guardian calls and indicates that the student will be arriving tardy, **prior to the student's arrival at school. IMMEDIATELY** upon arriving at school, the student must report to the attendance office for a pass. If the student does not obtain a pass upon arrival, **he/she will be marked absent unexcused.**

3) If a student elects not to attend the class, it will be considered an unexcused absence and disciplinary action may be taken.

UNEXCUSED ABSENCE POLICY GUIDELINES
An unexcused absence is defined as follows:

a) A student missing any class without parental knowledge.
b) A parent or guardian did not make notification of absence. Unexcused absences may lead to disciplinary action.

LEAVING THE SCHOOL AND/OR NOT ATTENDING CLASS DURING THE REGULAR SCHOOL DAY FOR ANY REASON, INCLUDING ILLNESS, WILL BE CONSIDERED UNEXCUSED UNLESS PROPER SIGN OUT PROCEDURES ARE FOLLOWED.

Students will not be allowed to make up any missed assignments, quizzes, tests, or exams in any class for which they have been marked absent unexcused.

PRE-ARRANGED ABSENCES
If written notification is received **ten school days** prior to departure, our counseling department will send out the requests for the student's homework from his/her teachers. The homework packet may be picked up in the counseling office.

If the notification is not received **ten school days** prior to departure, it is the student's responsibility to acquire his/her homework. A student will be given one day for each day of absence to turn in any missed assignments. **It is the student's responsibility to meet with the teacher and obtained any missed assignments.**

Please remember that it is the student's/parent's responsibility to monitor his/her attendance. The above notice and assistance is to help you. **Lack of notification, however, is not grounds for poor attendance or for an extension of the days allowed by the policy.**

TRUANCY
Truancy is being excessively absent/tardy from classes without professional documentation. This type of behavior will not be tolerated. A student is truant when they are: absent without documentation from a scheduled class; excessively tardy; skipping lunch; leaving classes without permission; and excessively absent from classes due to discipline referrals.

After 10 days per semester, a student will be considered a "habitual truant" which can result in:

- ▲ a poor work-ethic grade which will become a part of the student's permanent record;
- ▲ a report to the Macomb County Truant Officer;
- ▲ a hearing before a judge in a court of law;
- ▲ assignment to an alternative placement (I-Campus) with loss of participation -in school activities and events;
- ▲ students over the age of 16 may be dropped from enrollment and required to re-enroll the next semester.

ABSENCE FROM CLASS FOR SCHOOL SPONSORED ACTIVITIES POLICY

All students being transported on a field trip must have a permission slip turned in to the sponsoring teacher prior to the departure of the trip. All students participating in the field trip will be marked as absent excused, in any class he/she did not attend due to the field trip. The sponsor assumes responsibility for the attendance of these students. Under no condition should the student be denied permission to make up work missed during this type of absence.

MAKE-UP WORK MISSED DURING ABSENCES

All daily work is considered part of class requirements and must be successfully completed if a grade is expected. Make-up at school is not mandatory unless the work missed is such that the teacher considers it necessary for the student to be under his/her supervision or to use school equipment or facilities to complete assignments.

All tests and daily work missed during excused absences can be made up. It is the responsibility of the student to request make-up work. It is the responsibility of the teacher to provide an opportunity for students to make-up work missed within the time limits allotted.

All students are encouraged to obtain all assignments, prepare for all tests, and receive updates prior to their return from any absence through the use of the homework hotline. Students will be given the identical amount of excused absence time for make-up work time. If a student is excused absent for one (1) day, he will be given one (1) day for make-ups. This does not preclude additional time allowances, which may be arranged with the teacher.

NON-SMOKING POLICY

Public Act 3l4 "Youth Tobacco Act" - "An act to prohibit the selling, giving, or furnishing of tobacco products to minors; to prohibit the use of tobacco products by minors; to prohibit the harboring of minors for the purpose of indulging in the use of tobacco products; to prescribe penalties; and to prescribe the powers and duties of certain state agencies and departments."

Because of the advent of this law, it is now unlawful for a school to allow or condone the use or possession of tobacco or tobacco products by a minor on school property.

MEDICATION

Students are not to take or have any medication (prescription or nonprescription) in their possession without prior approval from the administration. For school personnel to administer medication to a student, the parent must complete one of two forms (one for prescription, the other for nonprescription). Both are available in the school Office. A doctor's signature is required before prescription medicine may be given. If seen in a student's possession or discovered in any search of lockers, cars, and or their person, it will be confiscated.

PRIVACY OF RECORDS
Under the Family Educational Rights and Privacy Act (FERPA), no teacher, guidance counselor, or school administrator who maintains student records, or who has records in custody, may disclose any information contained in those records without a written release from the parent, legal guardian, or by court order. This includes any proceedings, civil or criminal, records will be kept secure at all times and will be available to parents within legal guidelines and with prior notice.

LOST AND FOUND
All found articles should be turned into the Attendance Office. It is the responsibility of every student to do whatever he/she can to protect and take care of the possessions of others as well as his/her own. Lost articles may be claimed during school hours in the Attendance Office.

LOCKERS
Students will be assigned a locker and may have to share it with a classmate. Damaged lockers or locks should be reported to the appropriate office immediately. **THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR LOST ARTICLES FROM LOCKERS.** The school discourages from bringing into the building, any valuables that are not required. Students must guard the combination of their locks both hall and locker room locks. Students are expected to keep a clean and orderly locker at all times. **Lockers are the property of the school district and may be subject to search by school officials at any time.**

SECURITY/VIDEO SURVEILLANCE
Clintondale High School utilizes video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare and safety of students, staff, and visitors. Every effort shall be made to apprehend those who knowingly cause serious physical harm to persons and property. The Board will seek repairs to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons. Video surveillance will not be used in bathrooms, locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms.

TRESPASSING
Clintondale maintains a closed campus for the safety and security of all students and staff. Persons coming on campus whom the administration deem to have no legitimate business may be subject to trespassing charges and will be reported to the law enforcement agencies.

VISITORS
All visitors must obtain permission from the Sign-In Desk/Main Office and/or Attendance Office before going into any area within the building. All visitors are required to sign in, sign out, and wear a visitor badge.

Any person not attending the Clintondale High School will not be allowed to loiter in or near the High School building at any time. Students should plan to meet their out-of-school friends away from the building area after the school day is over. (**Student visitors are not allowed.**)

The Clinton Township Police will be contacted for individuals not conforming to these rules and they will be prosecuted for trespassing.

SEARCHES

Search And Seizure

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession.

A) There should be reasonable cause for school authorities to suspect that a student may possess articles constituting a crime or rule violation.
B) General searches of school property may be conducted at any time.
C) Search of an area assigned to a student should be for a specific item and be conducted in his/her presence whenever reasonably possible.
D) Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by the school authorities.
E) Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Consent to Search

A student who attends, occupies school property (lockers) or operates a vehicle upon property of the Clintondale School District or parks such vehicle thereon is deemed to have given his/her consent to have his/her person or property or such vehicle searched and forbidden items seized under the following conditions:

A) There should be reasonable cause for school authorities to believe that certain items are in the student's possession and such possession constitutes a crime or a rule violation.
B) The search should be for a specific item and, if reasonable under the circumstances, in the student's presence.
C) Illegal items or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
D) Items which are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

RIGHTS AND RESPONSIBILITIES

Expression Of Opinions

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 or personal attacks are 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.

Student Publications

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 author.
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 time and places as designated by the school authorities.

VOLUNTARY TERMINATION OF ATTENDANCE

Voluntary Termination of Attendance (quitting school) shall not result in the avoidance of disciplinary action or compliance with the Student Code of Conduct, Attendance Policy or other rules and regulations of the school district during such period of termination or upon return to school.

PROHIBITED STUDENT CONDUCT

IMMEDIATE SUSPENSION

The principal or his/her designee may immediately suspend a student as prescribed in any section of the Student Code of Conduct for time periods of one class period or longer as prescribed by District Administrative Procedures and/or State Law Guidelines depending on the seriousness of any violation of School Code or law.

Section 1
Dress Code Policy

Student Attire

While fashions change over the years, the reason for being in school does not. Students are in school to learn those skills necessary for success in the future. The climate within school is a key component to the learning environment. The dress code strives to assure that the dress of each student is appropriate not only for the school, but for the community as well. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process, is considered revealing or “provocative” in nature, could conceivably be used as a weapon, or demeans/degrades/offends the individuals that make up the school community will not be permitted. The school requests that the parent assume primary responsibility for maintaining the high standard of dress that is expected by Clintondale Community Schools.

Dress Code

The specific guidelines for dress allow for individual expression of students while maintaining a degree of acceptability. The dress of students while on school ground, as well as, participating in extra-curricular activities must fall within the general guidelines. (NOTE: These dress standards may be waived **TO A REASONABLE DEGREE)** during "spirit" week activities for those students participating in those activities/themes.)

1. Clothing must be in good repair with no modifications (i.e. sleeves removed, cutoff shorts).
2. To be considered appropriate, skirts and shorts must be extended to at least the level of the individual's fingertips when the arms are held normally and fingers extended. If the skirt or shorts have slits or openings, the top of the slit must meet the length requirement.
3. No sagging pants. Pants must be secured at the waist.
4. Blouses, shirts, and dress tops must extend long enough to be tucked in while a person is seated. Shirts must not expose the midriff, and cannot be low-cut in either the front or the back **(NO CLEAVAGE IS TO BE SHOWN)**. Shirts must not have been modified to remove the sleeves and/or sides. Sleeveless tops, halter-type tops, see through, and spaghetti straps will not be allowed. Furthermore, tank tops, muscle shirts, see through and mesh shirts are not permissible.
5. Shirts must have a sleeve and shoulders must be covered.
6. Head coverings (e.g.: hats, caps, bandannas) are not to be worn in the building. All head coverings must be removed before entering the building, and kept off until you exit the building. Head coverings are not to be brought into the classroom.
7. No hoods are to be worn on the head.
8. No sleepwear – pajama pants, blankets, and pillows.
9. Shoes must be worn at all times. Slippers and/or house shoes are not permissible.
10. Clothing that has a double meaning, promotes the use of violence, drugs, or tobacco, material that is obscene, or of a sexual suggestive nature is not appropriate and is not allowed.
11. Clothing that promotes or might incite individuals to behave in a racist, sexist, or threatening manner will be considered disruptive and will not be worn.
12. Coats, jackets and other outerwear will not be worn or taken into the classroom. Students are encouraged to wear sweaters and sweatshirts if needed.
13. Hair, clothing and body cleanliness must not be offensive to others, cause a health hazard, or cause a disruption to the educational environment.
14. Wallet chains longer than is required to secure or access a wallet or considered potential weapons and are not allowed. Wallet chains must be tucked into pockets when worn.
15. Leggings, biking pants, body suits and yoga pants, must be worn with an outer garment that reaches the middle of the thigh.
16. Masks during pandemic stages 3 and 4 must be worn at all times. Mouth and nose must be covered. The only exception is when the student is eating breakfast or lunch while seated.

Section 2

1. Cell phones are allowed in the building, (this includes the classroom, hallways, lunchroom, etc.) as long as they are not disruptive to the educational environment, as deemed by staff. See Clintondale's Electronics Policy.
2. Students are not allowed to bring food or drinks into the classroom.
3. The use of profanity is not allowed in the building, no exceptions.
4. Books/Chromebooks and supplies are to be brought daily- not having supplies may be considered insubordination. Documentation by a teacher that a student has come to class three times without daily supplies may be considered insubordination.
5. Students in the hallways must have a completed Clintondale pass slip (name, to, from, purpose, time, date, and signature of staff). Students are expected to use the pass for its written purpose only. Failure to follow this policy may result in suspension from school.

PENALTIES/PROCEDURE

Refer to the Clintondale Community Schools District-Wide K-12 Discipline Policy.

Clintondale Electronics Policy

Students are not permitted to use their personal electronic devices in class. Students who violate this policy will have their electronic device confiscated for the rest of the hour by their teacher on the first offense. After the second offense, the student's electronic device will be confiscated and placed in the Assistant Principal's Office for the remainder of the day. The third offense will result in a parent having to come to the building to pick up the device from the Assistant Principal's Office.

Section 3

Copyright\Software Policy

1) The Clintondale Community Schools purchases computer software from various outside companies. The District is not authorized to distribute the software and does not have the right to reproduce it.
2) Regarding use on local area networks or on multiple machines, students shall use the software only as allowed by law and or according to the license agreement.
3) Any misuse of software or related documentation within the District should be reported to the building administrator.
4) The rights granted to the owner of a copyright are clearly stated in the Copyright Act. Anyone who violates the law pertaining to the rights of the copyright owner is an infringer of the copyright.
5) According to the U.S. Copyright Law, illegal reproduction of software can subject the infringer to liability for damages suffered by the copyright owner, plus any profits attributed to the copying, or statutory damages of up to $100,000 for each work infringed. Unauthorized duplication of software is also a Federal crime. Criminal penalties include fines of up to $250,000 and jail terms up to five years.
6) The District assumes no liability for infringement of copyright laws by individual students. The District's legal and/or insurance protection shall not be extended to any student who willfully violates the copy-

right laws or license agreements. In addition, students may be subject to disciplinary action for copyright infringement.

7) Students bringing in properly licensed outside flash-drive to be used in district computer systems must have permission granted and these items must be scanned by individual school personnel **PRIOR** to usage.

PENALTIES

The student may be suspended from school premises and activities for a determined amount of days by administration per incident. Additionally, or in the alternative, a conference with the student and his/her parents and/or legal guardian may be required before said student is allowed to return to classes. Either or both actions will be determined by the Principal or Superintendent.

COMPUTER AND/OR CHROMEBOOK TECHNOLOGY MISCONDUCT

Computer and/or Chromebook technology misconduct is the theft, malicious destruction, or unauthorized use of any aspect of personal or school property through the use or assistance of a computer or Chromebook technology. Clintondale High School requires students and their parents to read and sign the Clintondale Community Schools Network and internet access agreement for students.

Clintondale High School requires students and their parents to read and sign Chromebook Use form if they choose to take a school assigned Chromebook for the school year.

PROCEDURE

Material will be confiscated **and/or**

Suspension from school premises and activities for a period of not less than three (3) school days per incident and/or a conference with the parents and/or legal guardians of the student. Either or both actions will be determined by the Principal and/or Superintendent. At the discretion of the Principal and/or Superintendent, the conference may be made a condition of readmission. Legal action may be taken.

Repeated Offenses

Material will be confiscated **and/or**

Suspension from school premises and activities for a period of not less than ten (10) days with a conference required with parents and/or legal guardians of the student, the Principal or the Superintendent and the police liaison officer. Legal action may be taken.

In the case of repeated offenses, the Principal may petition the Superintendent of Schools to extend the suspension beyond the limit of this section of the Student Code of Conduct.

Section 4

Chromebook Property

The use of a school issued Chromebook is a privilege and all users with that privilege have no expectation of privacy in email, data on the Google Drive, network communications, Internet use, video recording, and all other technologies available on or through the Chromebook.

Chromebooks remain property of Clintondale Community Schools and all users understand that their use of the Chromebook can and may be strictly monitored electronically or otherwise by School District personnel at any time. Refer to the Clintondale Community Schools Network and Internet Access Agreement that was signed at enrollment by students and parents for student user accounts: https://www.clintondaleschools.net/wp-content/uploads/student-aup-policy.pdf

Lost or Damaged Chromebooks
Lost Chromebooks are the responsibility of the student; loss is not covered by Clintondale Community Schools. Repair and replacement costs must be paid in full by the parent/student per incident.

Lost or Missing Chromebook
- Parent/student pays $200 for the replacement cost of a Chromebook

Damaged screen
- Parent/student pays $50 for the replacement of a Chromebook screen

Lost Charger
- Parent/student pays $20 for a replacement charger. They are available at the school store for purchase.

Chromebooks that are missing, broken, or fail to work properly must be brought to the high school office and a form must be filled out for the damaged or lost Chromebook. Parents will be required to sign the form and pay replacement fees if needed. If a loaner Chromebook is requested, one may be issued to the student until their Chromebook can be repaired or replaced based upon parent and/or principal approval.

Chromebook Return
Student Chromebooks and chargers will be collected at the end of the 2019-2020 school year.

Any student who transfers out of Clintondale Community Schools is required to return his or her Chromebook and charger. If a student fails to return his or her chromebook, the student/parent is responsible to pay for the replacement fees in order to receive a Chromebook for the next school year. The student's high school diploma, transcripts, and reports cards will be held until they return their Chromebook or pay replacement fees.

General Precautions
- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Never carry the Chromebook while the screen is open unless directed to do so by a teacher.
- The Chromebook should be shut down when not in use to conserve battery life.
- Never shove Chromebook into a locker or wedge into a book bag; this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded case provided by Clintondale School District is acceptable provided the backpack or case is handled with care. For example, you shouldn't toss the backpack or drop the backpack if your Chromebook is inside.

Screen Care
The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in your carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid, e.g., pens, pencils, notebooks.

Clean the screen with a soft, dry anti-static or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook
At School:
The Chromebook is intended for use at school every day upon teacher approval. Chromebooks must be brought to school each day in a fully charged condition. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes unless specifically advised not to do so by their teacher.

At Home:
Students are required to take their Chromebook home each night throughout the school year for charging.

Students should charge their Chromebook each evening. If students leave their Chromebook at home, they will have to work with pencil and paper and transfer work to the Chromebook at home. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound
Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students may also be instructed to use earbuds or headphones.

Printing
At school printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

Managing Your Files and Saving Your Work
Students should save all files and documents to their Clintondale Google Drive. Saving to the Google Drive will allow students access to their files accessible from any computer with internet access logging in with their Clintondale Google email account. Saving to the Google drive also ensures automatic backups provided by Clintondale's Google Console. It is the responsibility of the student to maintain the integrity of their files and keep proper backups if they are not using their Google Drive (such as saving directly on the Chromebook or to a different cloud storage account). Students will be trained on proper file management procedures.

Chromebook Identification
Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Student name and grade label
- Record of serial number and asset tag
- Clintondale Google email address

Under no circumstances are students to modify, remove, or destroy identification labels. If the Chromebook name identification label or asset tag is removed, they need to request new labels from the high school office. Students are asked NOT to personalize the Chromebook with stickers, ink, or other.
Any student violating their Chromebook identification is subject to having their Chromebook revoked.

Software on Chromebooks
Originally Installed Software:
Chromebook application software is delivered electronically via the Chrome Web Store from Clintondale's Technology Department to the Chromebook application section. Students do not have access to install applications from the Chrome Web Store.

As requested by teachers and administration, the technology department will add software applications for particular courses and/or for mandatory Michigan testing applications such as M-Step and WIDA. The software process will be automatic with virtually no impact on students. Students may need to restart their Chromebook for immediate use of the applications.

All Chromebooks are supplied with the latest update of Google Chrome Operating System (OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

Inspection:
Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance, as well as inappropriate material being carried into the school.

Restoring the Chrome OS
In the case of a Google Chrome OS failure, Clintondale's Technology Department will restore the device to the factory default state in which the user originally received it. All files saved on the Google Drive and Clintondale email account will remain intact. All other data (music, photos, documents) stored on internal memory that has NOT been synced on Google Drive or email will not be restored.

Storing Your Chromebook
Students should know where his or her Chromebook is at all times. When students are not monitoring their Chromebook, they should be stored in their lockers with the lock securely fastened. Nothing should be placed on top of the Chromebook when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. The Chromebook should never be stored in a vehicle.

Storing Chromebook at Extracurricular Events:
Students are responsible for securely storing their Chromebook during extracurricular events.

Chromebook Left in Unsupervised / Unsecured Areas:
Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car or any other entity that is not securely locked or in which there is no supervision. Students must not loan their Chromebook out to other individuals at any time.

Chromebook Undergoing Repair
If a Chromebook needs repair, a Chromebook damaged form must be filled out at the high school office along with the damaged Chromebook. Screen repairs fees will be required, see page 1. It is important that students keep their school data synced to the Google Drive Cloud to ensure documents and class projects will not be lost. Personal data that cannot be replaced should be kept at home on an external storage device.

Chromebook Technical Support
Students need to report any technical issue with their Chromebook to a Clintondale High School office and fill out a technical maintenance form. The high school secretary will report the issue to Clintondale's Technology Department for the services of the following types of technical related issues including:

Password Identification, user account support, coordination of warranty repair, hardware maintenance and repair, operating system or software configuration support, restoring Chromebook to factory default, and system software update.

Section 5

Student Parking

1) Students must register their vehicles with the school and obtain a parking sticker within one (l) week after school begins with a copy of vehicle registration.
2) Student parking on campus is a privilege. Failure to permanently affix parking sticker to lower left front windshield and/or parking in an unauthorized area will result in the following penalties (the following penalties may be in addition to such penalties as noted in Sections 1, 2, 3):
    a) **First Offense** -Suspension of on campus parking privilege for one (l) week.
    b) **Second Offense** -Suspension of on campus parking privilege for one (l) month.
    c) **Third Offense** -Suspension of on campus parking privilege for the remainder of the school year.

NOTE: STUDENTS INVOLVED IN SPEEDING AND/OR RECKLESS DRIVING MAY RECEIVE ANY OF THE ABOVE PENALTIES AT THE DISCRETION OF THE PRINCIPAL OR HIS/HER DESIGNEE IN ADDITION TO OTHER DISCIPLINARY ACTION.

Section 6

Bus Transportation

It is the responsibility of the building principal, teachers, bus drivers and bus students to maintain a safe, convenient and economical transportation system. At times, infractions of rules do occur which require action. Bus students may be denied transportation, temporarily or permanently, depending upon the seriousness of the act. The following instances will be considered serious:

Insubordination, snowballing, fighting, profane or foul language, destruction of property and repeated offenses.

Revocation of bus privileges is not an action to be taken lightly. Our mutual goal is to develop student self-discipline, which leads to mature responsibility. Suspensions will be handled as follows (the following penalties may be in addition to such penalties as noted in Sections 1, 2 3):

a) **First Offense** - One (l) week suspension of bus riding privilege.
b) **Second Offense** - One (1) month suspension of bus riding privilege.
c) **Third Offense** - Suspension from riding the bus the rest of the school year.

NOTE: ANY OF THESE VIOLATIONS MAY ALSO BE CONSIDERED UNDER DIFFERENT AREAS OF THIS CODE AND ADDRESSED ACCORDINGLY IN ADDITION TO PARENTS WILL BE HELD RESPONSIBLE TO PROVIDE TRANSPORTATION IF SUSPENSION OCCURS.

General Procedure-Suspensions

A) In the event the Principal (or designee) of the school believes that a suspension of longer than seven (7) days is necessary, he/she should notify the Superintendent.
B) The student should be informed of the reason for his/her suspension.
C) Provision should be made for the student to be heard and to present his/her view of the occurrence prior to the imposition of sanctions where possible. A student should be given fair notice of charges prior to the imposition of sanctions where possible.
D) The student shall not be judged guilty by virtue of being accused.
E) Suspensions may be imposed pending completion of investigation and a student presenting his/her view of the occurrence, where in the discretion of administration it is necessary to maintain safety and order. In such event reasonable diligence will be used to complete the investigation and provide an opportunity for the student to be heard as soon as possible.
F) Students on all suspensions **MAY NOT** attend or participate in any school or school district sponsored activities.
G) Off-campus suspensions will end at conclusion of the school day and/or school activities on the final day of suspension.

Definition of Suspension

Any and all suspensions include all school activities both on campus as well as "away" venues.

Severability Provision

In the event that any provision(s) herein shall be determined to be illegal or of no effect by a court of competent jurisdiction, such provision(s) shall be void and inoperative, but all other provisions hereof shall remain and continue in full force and effect.

III. STUDENT EXPECTATIONS

Conduct (Respect) Within The Classroom

A) When the bell rings, students should be in their seats, with books and other appropriate materials ready to begin work.
B) The teacher will dismiss the class. The end-of-period bell does not perform this task but merely serves as a reminder to the teacher.

Conduct Within The School Plant

A) The orderly movement of students within the building is imperative. There will be no running, shouting, pushing or congregating in the halls.
B) It is essential that all students conduct themselves in an orderly and responsible fashion in the Cafeteria. Adults supervising the Cafeteria have full authority to remove any student abusing the Cafeteria regulations. Each student is expected to take his/her turn in line, clean his/her general area and return his/her tray to the designated area, and a request by a staff member to follow these procedures is to be adhered to immediately. Any throwing of food or debris in this area can result in possible removal from the Cafeteria or suspension (Special note is made of this rule that students are not to throw **ANY** object - **NO MATTER HOW SMALL, OR HOWEVER**

SHORT A DISTANCE. Free lunch privileges such as transferring of card or selling the lunch can result in the loss of this privilege. **Students are expected to be in the Cafeteria before the final bell. Tardies will not be tolerated, and could result in disciplinary action.**

C) Fire drills and other emergency drills are serious exercises. Movement must be quick and orderly. Silence should be observed on such occasions and directions carefully followed.

D) Without a display of RESPECT on the part of all, the socialization of human beings becomes intolerable. Please be respectful to your associates and teachers. Disrespect and insubordination will not be tolerated.

E) No communication devices including a cell phone, tower, laptop, beepers, or any paraphernalia that may be considered disruptive to the educational process are allowed in any classroom situation.
On first offense, article is taken from student and must be picked up from the Office by a parent; second offense results in suspension.

F) Library-Computer Rules
   1) Absolutely no food or drink in the library.
   2) If you come to the library, you must come with your class, or an adult must be present to supervise you. You will be expected to stay the entire hour, unless your class leaves, or you are given permission by a supervising adult to leave the library.
   3) Please prepared to do school work when you come to the library.
   4) All school and classroom rules apply – i.e. no coats or outer wear.
   5) If you use the computers:
      a) Computers are to be used for educational purposes only.
      b) Only students with signed Technology User Responsibility forms are allowed to use the Internet.
      c) Please limit your printer use to necessary educational needs to prevent waste of paper.
   6) Failure to follow these rules will warrant disciplinary action being taken, including but not limited to:
      a) Loss of computer privileges.
      b) Loss of library privileges.
      c) Out of the building suspension.

G) If you are unable to attend school due to having to quarantine, you are not permitted to attend any school function, whether the function is held indoors or outdoors.

Conduct On Campus

The right of our neighbors to enjoy their property free from invasions by Clintondale students must be respected.

Conduct At School Sponsored Activities

Assemblies

1) It is mandatory for all students to attend school assemblies.
2) The purpose of PEP assemblies is to arouse enthusiasm and to make organized noise under the direction of the cheerleaders and promote school spirit.
3) Students must be courteous and participate in helping to create the proper spirit at all school-sponsored activities.

Off-Campus

1) Students who attend Clintondale sponsored activities, off-campus, are representatives of the school; hence, they are expected to observe high standards of conduct.
2) Without express authority to do so, no student may represent Clintondale High School in any official capacity.
3) All provisions of the Code are in effect.

Vandalism

1) Any student who willfully cuts, defaces, or otherwise injures in any way, any property, real or personal, belonging to the school district is liable for all damages and proper legal authorities will be notified. **The parent or guardian shall be liable to the school district for all property belonging to the district loaned to the student.**

School Cleanliness

1) School cleanliness should be a matter of concern for each Clintondale student who has pride in himself/herself and also in his/her school. In the interest of school cleanliness, and to comply with Board Policy, food and beverages will be consumed only in the cafeteria unless otherwise stated.

TEXTBOOKS

Textbooks will be issued by the teacher of the subject in which you are enrolled. All students should have their textbooks and be ready for work during the first week of school. **Students are held responsible to keep books in good condition as well as returning the particular book issued at end of class usage.** All textbooks will be stored in a central depository.

All non-consumable supplies, such as textbooks, science equipment, athletic equipment, etc., that can be reused, if they are damaged, destroyed or lost, must be replaced by charging students **replacement value**, or grades and credits may be withheld.

DROPPING SUBJECTS

Students wishing to drop a class must obtain a Student Change Request form from the Counseling Office. The Student Change Request form must be signed by the teacher, parent and counselor or administrator.

Class changes will be granted for the following rational reasons;

1. Lack of prerequisites
2. Difficulty with subject
3. Previous failure from your current teacher in the same course
4. Completed class in summer school
5. Administration approval.

Please note that most Clintondale High School classes meet for a full year and credit is assigned by semester. Second semester class changes must follow the rational reason of teacher recommendation, difficulty with subject and/or failure. Students dropping subjects without permission will be given a failure on the permanent record for the subject dropped. **STUDENTS DROPPED FROM A CLASS AFTER THE THIRD WEEK OF THE SEMESTER WILL RECEIVE AN "F" ON THE PERMANENT RECORDS.** No student will be permitted to change his/her schedule without permission from the counselor and/or administrator. No schedule change is official unless properly handled through the Guidance Department.

HEALTH SERVICES - EMERGENCIES

A) All accidents or injuries should be reported to the office or nearest teacher. Parents will be notified when students become ill at school. Students cannot remain in school if they are too ill to stay in class.

B) Each student should have an **EMERGENCY TELEPHONE NUMBER** listed on his/her first-aid card in the office. It is most urgent that the parent makes note on the first-aid card of any chronic illness or other medical problem; i.e., epilepsy, diabetes, etc. **IT SHOULD BE REALIZED THAT ONLY THE PROVIDED EMERGENCY INFORMATION ON THE EMERGENCY FIRST-AID CARD WILL BE USED TO EXCUSE STUDENTS.**

C) Clintondale High School will follow the direction of the Department of Public Health - Bureau of Infection Disease Center, Communicable and Related Diseases filed with Secretary of State on April 13, 1993. These rules take effect 15 days after filing with the Secretary of State (By authority conferred on the department of public health by section 5111 of Act No. 368 of the Public Acts of 1978, as amended, being S333.5111 of the Michigan Compiled Laws)R 325.763-R 325.773, R 325.775, R 325.781-R 325.784, R 325.786, R 325.801-R 325.818, R 325.820-R 325.898, R 325.90l, R 325.340l-R 325.3409, R 325.3501-R 325.3513, R 325.9001-R 325.9011 Rescinded by R325.199.

WORKING PAPERS

If you are under eighteen and wish to work, a work permit is necessary. An application may be obtained in the Counseling Office. **AFTER** it has been filled out by the employer, bring it back with parent signature together with your birth certificate to the Counseling Office and your working permit will be completed. Work and school hours combined cannot exceed 48 hours per week.

SITUATIONS NOT COVERED

Situations may arise not expressly defined or referred to in this handbook. The Administration shall provide for such situations and procedures keeping with the spirit of this handbook.
Approved - Regular Meeting, August 5, l980
Revision Approved - Regular Meeting, August 4, l981
Revision Approved - Regular Meeting, July 24, 1984
Revision Approved - Regular Meeting, August 6, 1986
Revision Approved -Regular Meeting, August 17, 1989

WHENEVER ANY PROVISION IN THIS HANDBOOK IS NOT IN ACCORDANCE WITH EXISTING BOARD POLICY, THE BOARD'S EXISTING POLICY WILL BE THE PREVAILING AND GOVERNING POLICY. ALSO, IT IS TO BE UNDERSTOOD THAT AT ANY TIME THE BOARD OF EDUCATION CAN AMEND OR CREATE NEW POLICIES AND RULES AND REGULATIONS. THESE ALSO WILL PREVAIL AND BECOME THE GOVERNING POLICIES AND RULES AND REGULATIONS.

Clintondale High School Behavior Rubric

All behavior instances will be documented in student file.

General Discipline Issues

Behavior	1st Offense	2nd Offense	3rd Offense
Failure to Comply with Dress Code	*Change clothes or wear school provided shirt/pants over clothes *Remain in ISS until met *Write out dress code	*Change clothes or wear school provided shirt/pants over clothes *Remain in ISS until met *Write out dress code *Student calls parent	*Student calls parent *Send home for the rest of the day
Failure to Comply with Electronic Device Policy Refusing to surrender a device upon staff request will be treated as insubordination	*Device will be locked safely in admin office *Device returned at end of class	*Device will be locked safely in admin office *Device returned at end of day	*Device will be locked safely in admin office *Device returned only to parent in school office
Unacceptable Language	*Verbal warning	*Detention (1 day) *Student calls parent	*Detention (2 days) *May result in suspension
Displays of Affection	*Verbal warning	*Detention (1 day) *Student calls parent	*Detention (1 day) *Student calls parent
Skipping Detention	*Reschedule of missed detention & additional detention assigned	*ISS (1 day)	*Suspension (1 day)
Falsification of School Work	*Detention (1 day) *Student given '0' on assignment *Student calls parent	*Suspension (1 day) *Student given '0' on assignment *Student calls parent	*Suspension (3 days) *Parent conference before student returns
False Identification, Forgery, Failure to Identify Self	*Suspension (1 day) *Student calls parent *Student completes reflection form	*Suspension (1 day) *Parent conference before student returns *Student completes reflection form	*Suspension (3 days) *Restorative Justice referral
Skipping Class	*Classroom only *Student calls parent	*Detention (1 day) *Student calls parent	*Suspension (1 day) *Parent conference
Leaving School Without Permission	*ISS (1 day) *Student calls parent	*Suspension (1 day) *Student calls parent	*Parent conference before student returns
Insubordination or Disrespect	*Class suspension (1 hr) *Student calls parent *Student completes reflection form	*Class suspension (1 day) *Student calls parent *Student completes reflection form	*Suspension (1 day) *Parent conference before student returns *Restorative Justice referral
Refusing to Accept Discipline	*Suspension (1-2 days) *Student calls parent *Restorative Justice referral	*Suspension (3-5 days) *Student calls parent *Restorative Justice referral	*Suspension (5 days) *Student calls parent *Restorative Justice referral
Theft	*Suspension (3 days) *Student calls parent *Proper authorities may be contacted	*Suspension (5 days) *Student calls parent *Proper authorities may be contacted	*Suspension (10 days) *Student calls parent *Proper authorities may be contacted
Use of Tobacco	*Suspension (1 day) *Student calls parent *Proper authorities may be contacted	*Suspension (up to 3 day) *Student calls parent *Proper authorities may be contacted	*Suspension (up to 5 day) *Student calls parent *Proper authorities may be contacted

Clintondale High School Behavior Rubric

All behavior instances will be documented in student file.

General Discipline Issues

Damaging Property	*Suspension (1-3 days) *Student calls parent *Restorative Justice referral *Proper authorities may be contacted	*Suspension (3-5 days) *Student calls parent *Restorative Justice referral *Proper authorities may be contacted	*Suspension (5-10 days) *Student calls parent *Restorative Justice referral *Proper authorities may be contacted
Disruption of the Educational Process	Discipline is at the discretion of administration and based upon the severity of the offense		

Peer to Peer Issues

Behavior	1st Offense	2nd Offense	3rd Offense
Minor Verbal Harassment	*Verbal warning *Student may be required to call parent *May be referred to peer mediation	*Detention (2 days) *Student calls parent *Student completes reflection form *Peer mediation referral	*Suspension (1 day) *Student calls parent *Restorative Justice referral
Intentional Bodily Contact or Horseplay *that is likely to cause bodily harm	*Detention (1 day) *Student calls parent *Peer mediation referral	*Suspension (1 day) *Student calls parent *Peer mediation referral	*Suspension (1-3 days) *Student calls parent *Restorative Justice referral
Verbal Assault	*Suspension (up to 1 day) *Student calls parent *Peer mediation referral	*Suspension (up to 3 day) *Student calls parent *Restorative Justice or peer mediation referral	*Suspension (up to 5 day) *Student calls parent *Restorative Justice referral
Fighting and/or Physical Assault of a Student or Other Person Proper authorities may be contacted	*Suspension (3 days) *Student calls parent *Restorative Justice referral	*Suspension (3-5 days) *Student calls parent *Restorative Justice referral	*Suspension (5-10 days) *Student calls parent *Restorative Justice referral
Serious Harassment Proper authorities may be contacted	*Suspension (3 days) *Student calls parent *Student completes reflection form *Restorative Justice referral	*Suspension (3-5 days) *Student calls parent *Student completes reflection form *Restorative Justice referral	*Suspension (5-10 days) *Student calls parent *Student completes reflection form *Restorative Justice referral

	5th Offense	10th Offense	11th Offense (or more)
Tardies (per class)	*Classroom only *Student calls parent	*Detention (1 day) *Student calls parent	*Parent conference *Further discipline will be determined at parent conference

*Suspensions may be in-school or out-of-school at the discretion of administration.
*ALL incidents will require the student to complete a reflection form.
*Not all discipline issues are included. See Student Handbook for more information.
*After-school detention will be held for one hour.
*Classroom only requires students to turn in their cell phone, head phones and apple watches with texting ability, serve a lunch detention, and be escorted to each class.

Virtual Learning Code Of Conduct

In the event the district transitions to remote learning, the Attendance Policy will be in force and all students will be expected to attend virtual classes during regular school hours. All Clintondale Community School District students receiving digital curriculum and direct instruction online are subject to any applicable District policies and this Student Virtual Learning Code of Conduct. As a virtual learning student, there are additional rules and expectations regarding prior online etiquette in place in order to protect all students and all staff members. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, the availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. We especially appreciate partnering with parents to teach responsible Internet use.

Please review the following rules and expectations carefully:

• **Students are responsible for proper behavior** during online learning. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.

• **We take integrity and authenticity of student work very seriously**. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technology programs to check for authenticity. **Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.**

• **Security and Safety is a high priority,** especially when the system involves many users. If you identify a security and/or safety problem in the school's computers and/or educational platform, **notify:**

Maurice Woods Assistant Principal at Clintondale High School:
woodsm@clintondaleschools.net

• **It is illegal to create harmful computer viruses**.

• **Remote Learning correspondence is not private**. Never say, write, or record **anything** that will earn you a consequence.

• **Protect your passwords.** Keep it secret from anyone except your parents.

These behaviors will result in disciplinary action.

• Sending or posting discriminatory, harassing, or threatening messages or images.
• Stealing, using, or disclosing someone else's code or password without authorization.
• Copying, pirating, or downloading software and electronic files without permission.
• Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
• Violating copyright law.
• Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions.
• Participating in the viewing or exchange of pornography or obscene materials.
• Sending or posting messages that defame or slander other individuals.
• Attempting to break into the computer system of Clintondale Community School District, another organization, or person.
• Refusing to cooperate with a security investigation.
• Using the Education Portal for political causes or activities, religious activities, or any sort of gambling.
• Jeopardizing the security of the organization's electronic communications systems.

- Sending or posting messages that disparage Clintondale High School, Clintondale Community School District Middle or Elementary schools, or another organization's products or services.
- Passing off personal views as representing those of C.C.S.D.
- Sending anonymous email messages.
- Engaging in any other illegal activities.
- Disturbing the Virtual Learning Environment.
- Refusing to follow the rules of the specific Virtual Learning Classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Not dressed properly for class (ex: dressed in revealing clothes, dressed in with inappropriate sayings). No Pajamas.
- Participation in Cyberbullying and/or Harassment.
- Cheating and/or Plagiarism.

STUDENT EXPECTATIONS AND CONSEQUENCES OF MISCONDUCT

Students of Virtual Learning are public school students; and will continue to be held to The Clintondale Community School District's Discipline Policy. In the virtual environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not hopefully eliminated altogether, then disciplined in an appropriate manner. Accordingly, in addition to district applicable policies, the Virtual Learning Code of Conduct incorporates expectations of conduct specific to virtual/remote learning classrooms. For example, Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, the availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives.

BULLYING AND HARASSMENT

Harassment is prohibited between members of the school community, including communication of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly.

We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally, and socially. Such an atmosphere must be free of intimidation, fear, coercion, and reprisal.

It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment, or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment **will not be tolerated** and shall show just cause for disciplinary action.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyberstalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

ACADEMIC INTEGRITY

What is Academic Integrity?
Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work. Why is academic integrity important?
• When students submit an assignment that is not their own original work, there are two issues involved:
• Students are earning credit for learning material for which they have not demonstrated mastery.
• They may be violating the policies of the school.
What are some examples of **academic integrity violations?**
• There are two kinds of academic integrity violations. One is "plagiarism" and the other is "cheating."
• **Plagiarism** - To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Some examples are, but not limited to the following:
• Copying and pasting a report from the Internet and representing it as your own work
• Copying any other work and not properly citing authorship.

Cheating
• To influence or lead by deceit, trick, or artifice
• To practice fraud or trickery to violate rules dishonestly
• Providing questions/answers/ work to another student
• Receiving questions/answers/work from another student

Consequences of Violation of this Policy:
A variety of consequences will be administered when students are discovered cheating or plagiarizing. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted.

PARENT/GUARDIAN'S RESPONSIBILITIES
As a parent/guardian of a virtual school student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way.

Teachers will keep the parent/guardian apprised of the student's progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student's progress throughout the duration of the course, just as you would in a regular learning setting. This can be accomplished by accessing the parent portal account periodically to monitor student progress.

Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

You may contact your child's teacher directly via email to answer questions about the course that you may have. When a parent/guardian has a concern about the

child's performance or behavior, the parent/guardian should set up a conference with the child's teacher.

After reviewing this Virtual Learning Code of Conduct, please complete your Virtual Learning Code of Conduct agreement form by signing and submitting electronically.

Clintondale High School
Athletic Handbook

Dear Dragon Supporters:

On behalf of the Athletic Department, we would like to welcome you to the world of athletics at Clintondale High School. We, along with 36 other schools, are a member of the Macomb Athletic Conference. Clintondale High School offers 11 sports from which to choose and those sports house a total of 19 different levels of competition.

The pages contained within this booklet should serve as a means to allow your child to experience Clintondale athletics in the most favorable light possible. We have enclosed information, which is pertinent to the understanding, development, performance, dedication, commitment, and enjoyment of high school athletics at Clintondale High School. Before your child begins his/her athletic career at our school, please take the time to read through this booklet with them. Should you have any remaining questions or concerns, please feel free to contact the Clintondale Athletic Office at (586) 791-6301, Ext. 2621 or 2806, during the normal school day (M-F 8:00 a.m. to 4:00 p.m.).

The success of the Clintondale athletic department depends on a shared responsibility of students, staff, parents, and the Clintondale community. Your children and the support you provide are what make Clintondale athletics possible. We are excited about the future of our athletic program and encouraged and motivated by Clintondale's pride and tradition. We wish you the very best, both academically and athletically, for a successful athletic season at Clintondale High School.

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Mission Statement
Clintondale Athletic Department

The Clintondale Athletic Department considers athletics to be an integral part of the Clintondale Learning Community and thus follows and honors the Clintondale Community Schools' overall institutional mission.

Our commitment to excellence in athletics implies that the Clintondale Athletic Department will provide exemplary leadership, appropriate facilities and support services to allow its student-athletes to compete at the highest level of interscholastic competition and to reach their educational and athletic progress objectives.

Athletics Offered at Clintondale High School

Fall Sports
Cheerleading (Varsity)
Football (JV and Varsity)
Volleyball (JV and Varsity)

Winter Sports
Girls Basketball (JV and Varsity)
Boys Basketball (Freshmen, JV and Varsity)
Cheerleading (Varsity)
Bowling (JV and Varsity)

Spring Sports
Baseball (JV and Varsity)
Softball (JV and Varsity)
Boys Track & Field 9-12
Girls Track & Field 9-12

Student-Athlete Code of Conduct
The following list highlights important guidelines of the Clintondale High School Student Activity Code of Conduct. Each student receives a copy of this code of conduct at the time of enrollment to Clintondale High School. The rules will apply on a **twelve-month basis** throughout the student's high school career.

1. Athletic/Academic Requirements for 2023-24
Beginning with the 2022-23 school year, the Clintondale Board of Education adopted the following standard for Clintondale Athletics.

Each student/athlete must pass a minimum of five (5) full-time subjects including all four (4) core classes: English, math, science, and social studies. Beginning January 2024, each student/athlete must also carry a 2.0 GPA from the previous semester. Initial academic eligibility for athletes' grades will be reviewed at the end of the semester in order to determine eligibility for the following semester. If the student does not meet these academic requirements, he or she will not be eligible for the following semester.

Beginning the first Monday in October, weekly grade checks will be done Monday morning. Student/athletes who do not meet these academic requirements, will be ruled ineligible for the rest of the week and are required to attend C2 study hall Monday through Thursday, from 2:45-3:45pm. The MHSAA athletic week is Monday through Sunday.

Athletic Attendance Requirements 2023-24
Athletes must attend 4 classes daily in order to practice or play in any contest.

2. Gross Misconduct
A student shall not engage in acts of gross misconduct, including but not limited to, behavior in which is addressed in the student handbook such as acts of theft, extortion, vandalism, assault, sexual misconduct, and gross disrespect. Violations will be dealt with on an individual basis and penalties will range from administrative intervention to exclusion from athletic activity participation.

3. Alcohol and Substance Abuse
Use, possession, attempting to possess, concealment, distribution, sale or being under the influence of the following substances is prohibited:

A. Tobacco or tobacco products in any form
B. Alcohol or alcohol beverages in any form
C. Illegal or unauthorized drugs, including, but not limited to, those substances defined as "controlled substance" pursuant to federal and/or state statute
D. Steroids, human growth hormones, or other performance-enhancing drugs
E. Substances purported to be illegal, abusive, or performance-enhancing drugs
F. Inhalants

4. Penalties for Substance Abuse
These guidelines supplement and do not supersede or modify the District's Student Code of Conduct, with which all students are expected to comply. Violations of the Student Code of Conduct may result in suspension or expulsion from school, and would also affect a student's eligibility to participate in extra/co-curricular activities.

First Violation
A student-athlete will be suspended from all remaining participation during the season in which the violation occurs. If the violation occurs out-of-season, the athlete will be referred to the CARE Program and if he/she attends programs arranged by CARE, he/she could be reinstated for the next sport season, with no loss of eligibility, based on administrative recommendation.

Second Violation
Same as first violation, i.e., off the team/activity for the remainder of the season, and the athlete will lose eligibility for the first half of his/her next sport season. The student-athlete will be required to attend programs arranged by CARE.

Third Violation and Subsequent Violations
The student-athlete will lose eligibility to participate in any interscholastic athletic competition and will be suspended from all student activities for one (1) calendar year from the time of the violation. The student-athlete will be referred to the CARE and will be required to follow the recommendations of the CARE in order to restore their eligibility for future years subsequent to the one (1) year suspension. Any cost for required classes is the responsibility of the student and their parents.

5. Attendance and Suspension from School
Any student-athlete who is suspended from school for violation of the Clintondale High School Student Code of Conduct will be ineligible to participate in practices, competitions, or any outside-of-classroom activities for the duration of the suspension. Students must be in attendance on the day of a schedule athletic contest in order to participate, unless, a school official has been notified.

6. School Issued Equipment
All student-athletes are responsible for keeping athletic equipment in good repair. All student-athletes are responsible for the replacement cost of the item that has been lost or mistreated.

It is a student-athletes responsibility to keep all issued equipment protected and secure. If a mishap occurs regarding school issued materials, then the student-athlete or parents shall notify the Athletic Director immediately.

7. Transportation
All student-athletes are expected to ride to and from all athletic activities on the transportation arranged by the Athletic Department. If a student needs special accommodations, they shall notify the supervising coach and the Athletic Department 48 hours prior to the date of the contest/event.

Clintondale Athletic Honors
The Clintondale Athletic Department is proud to recognize student-athletes with the following athletic awards. Upon completion and in good standing with the team, the student-athlete will receive one of the following awards:
Freshman Athlete – A Freshman Certificate

Junior Varsity Athlete – A Junior Varsity Certificate

Varsity Athlete – A Varsity Certificate and a varsity letter "C" for his/her varsity jacket.

Scholar-Athlete Award – Following each season the MAC recognizes any senior student athlete who has maintained a 3.0 or higher GPA. The student receives a certificate from the MAC.

Parents' Code of Conduct

In order to establish a successful event, all parents and supporters are requested to adhere to the sportsmanship guidelines that we have outlined for each participant's family. Please note, that participation in athletics is a privilege and not a right for your child and/or participant.

All parents are required to attend a pre-season meeting with your child's coach.

Parents shall not interfere with practice or game events. If negative interference does occur, the parent could be removed from the situation and may be asked not to attend the remainder of that sport season events.

1. I will encourage good sportsmanship by being a positive role model.
2. I will try my best to make athletics a positive experience for everyone involved, i.e., participants, coaches, officials, and spectators.
3. I will insist my child treat other participants, coaches, officials, and fans with respect.
4. I will reinforce the school's drug and alcohol free policies and refrain from use of alcohol and other drugs before or during contests.
5. I will do my best to understand and appreciate the rules of the contest.
6. I will show appreciation for an outstanding play by either team.
7. I will be a "team" fan, not only a "my child" fan.
8. I will help my child learn that success is measured by the development of skills, not just winning or losing.
9. If I have a concern, I will talk to the coach at the appropriate time and place, i.e., never before, during, or immediately after a contest or practice.
10. I will understand my ticket to a school athletic event provides me with the privilege of observing the contest, not berating officials, coaches, or players.
11. I understand the ultimate purpose of athletics. It exists as an integral part of the total educational mission of the school, and participation in athletics is a privilege and not a right.
12. I will support my child in attending both school and practices.

Parent/Coach Relationship
Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach
1. Philosophy of the coach
2. Locations and times of all practices and contests
3. Team requirements
4. Procedure followed should your child be injured during participation
5. Discipline that may result in the denial of your child's participation

Communication coaches expect from parents
1. Concerns expressed directly to the coach in a respectable fashion
2. Notifications of any schedule conflicts well in advance
3. Specific concerns with regard to a coach's philosophy and/or expectations

Issues appropriate to discuss with coaches
As your child becomes involved in the athletic program at Clintondale High School, they will experience some of the most rewarding moments of their lives. It is important that they understand that there also may be times when things do not go the way you or your child wish. At these times, discussion with the coach is encouraged.

Examples:
1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's attitude and/or behavior
4. Academic support and college opportunities

Issues not appropriate to discuss with coaches
It is very difficult to accept your child's not playing as much or where you would hope. Coaches are professionals. They make judgments based upon what they believe to be best for all students/athletes involved. As you have seen from the prior list, certain things can and should be discussed with your child's coach. Other things should be left to the discretion of the coach.

Examples:
1. Team strategy
2. Play calling
3. Other students/athletes

The Chain of Command

There are students that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution:

1. Call the coach to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director. A meeting will be set up for you.
3. 24-Hour Rule. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution. Please allow twenty-four (24) hours to pass before contacting the coach.
4. If the meeting with the coach did not provide a satisfactory resolution, the next step is to call and set up an appointment with the Athletic Director.
5. The last step: If you still feel a satisfactory resolution was not provided by the Athletic Director, you may call and set up an appointment with the principal.

Commonly Asked Athletic Questions
Welcome to Clintondale High School, Home of the Dragons. The athletic program at Clintondale is an extension of the classroom. We stress the coexistence of academics and athletics and firmly believe you cannot have one without the other.

Many long-lasting life skills and friendships are developed during team participation. We hope that your child will find an opportunity that appeals to him or her and get involved. The following information pertains to the athletic opportunities currently available at our school.

Informed Consent: By its nature, participation in interscholastic athletics includes a risk of injury. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

Insurance: Athletes are covered under their own family policies. Individuals can purchase additional coverage. Information is available through Clintondale Community Schools.

Tryouts: Fall tryouts begin in early August. Winter tryouts begin in November. Spring tryouts begin in March. Tryouts for Cheerleading will take place in the spring. Call the Athletic Office at (586) 791-6301, Ext. 2621.

Eligibility: All incoming (first time) ninth graders are immediately eligible for participation in the athletic program. However, to maintain eligibility, an athlete must:

1. Have been enrolled no later than the fourth (4th) Friday after Labor Day.
2. Not have turned nineteen (19) before September 1st.
3. Have a current physical examination on file in the Athletic Office.
4. Have not been enrolled in more than eight (8) semesters in high school (9-12).
5. Have passed at least four (4) full credits the previous semester.
6. Be currently eligible under the Clintondale Code of Conduct.
7. Transfer rules must meet the 2022-23 MHSAA guidelines as outlined in ***Section 9-Transfers*** of the 2023-23 MHSAA Handbook.
8. Have not received money or other valuable considerations for participating in an MHSSA-sponsored sport.
9. Have not participated in a non-school contest during your sport season after having reported to your school team.

NCAA Clearinghouse: Any student-athlete wishing to compete in collegiate athletics after graduation at a Division I or II School, must register with the NCAA Clearinghouse. This should ideally be done in the student-athlete's junior year. Beginning with the freshman year, all Student-athletes should be aware of the NCAA core curriculum. The core curriculum, additional information regarding the clearing house, and related forms, can be obtained from the Clintondale High School Counseling Department. All students should attempt to qualify for NCAA Division I eligibility, as this will guarantee eligibility at all levels. Please check with your student's counselor for current NCAA Clearinghouse information or call the NCAA Clearinghouse at (800) 638-3731.

Study Table: In order to promote your child's good academic standing in the classroom, we expect and support all coaches to maintain an academic study table for a minimum of 45 minutes a week.

Thank you for your support of Clintondale High School Athletics

Go Dragons!

SCHOOL SONG

Cheer, cheer for Clintondale High
Shout out our name clear up to the sky
Victory always, never failing
We're always leading, never trailing
Whether the odds be great or small
Clintondale High will lead over all
While our loyal fans are calling
Onward to victory, RAH, RAH, RAH
Onward to victory !!!

ALMA MATER

We all sing to thee with hearts pure and true
You'll live on our memory, the colors, Gold and Blue
Our loyalty will still remain wherever we may be
Give honor and glory as we hail to thee.

The memory of days gone by will live on and on
The message of our loyalty, our Alma Mater song
Our friendship will continue on,
Unfailing through the years.
May kindness of brotherhood forever be near.

PLEDGE TO THE U. S. FLAG

I pledge allegiance to the flag of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.

(Place hand over heart when reciting the pledge.)