The mission of Center Line Public Schools is to provide all students relevant and challenging learning experiences to inspire success and empower them to be the leaders of tomorrow.
Welcome to Center Line Public Schools, where your child is our first priority.

Dear Parents/Guardians,

Providing your child with a high-quality educational experience in a safe, nurturing environment is the goal of the Board of Education and staff of Center Line Public Schools. We invite you to share this responsibility by monitoring your child’s academic progress and gaining a clear understanding of the standards we have for our students - standards that are vital to advancing the learning process. We ask that you take time to review the important information and expectations contained in this parent and student handbook with your child. Working together, we can ensure that every child achieves.

Sincerely,

Eve Kaltz
Superintendent

CENTER LINE PUBLIC SCHOOLS BOARD OF EDUCATION
Karen Pietrzyk, President
Gary Gasowski, Vice President
Henry Newnan, Secretary
Darrell Vickers, Treasurer
Shelley Harenski, Trustee
Karen Harrington, Trustee
Gary Shimer, Trustee
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OFF TO A GOOD START

This handbook is your guide to information about Center Line High School, Wolfe Middle School, and Center Line Public Schools in general, as well as policies and procedures that enable the district to provide and manage a positive school environment for all students. Visit our website at www.clps.org for information regarding each building, upcoming events, and important information.

NEW STUDENT REGISTRATION

Students who are new to Center Line Public Schools must register at the Center Line Administration Building located at 26400 Arsenal, Center Line, MI, 48015, as soon as possible upon becoming a district resident. To confirm the school your student will attend or to begin the enrollment process when school is not in session, call Pupil Services at 586-510-2000.

To enroll your son or daughter, you must present the following:
- Embossed birth certificate
- Immunization record
- Parent/guardian photo ID
- Accepted proof of residency: lease agreement, closing document or current tax bill.

Center Line Public Schools will request official records from your student’s previous school when registration is completed. Class scheduling will be simplified if you bring your student’s most recent report card or unofficial transcript when you register.

At enrollment, state law requires parents/guardians to provide detailed immunization records with the day, month and year their student was vaccinated against measles, mumps, and rubella (MMR); diphtheria, pertussis, and tetanus (DPT/Td); chicken pox (varicella); polio; and hepatitis B. Students who do not comply with the immunization law or who fail to file a waiver will be excluded from school. Call the Macomb County Health Department at 586.469.5372 for immunization information.

START TIME

Students report directly to their first hour classrooms. Every student may eat breakfast free of charge. Students cannot leave the school premises during school hours without an early dismissal pass issued by the office. Absences without such pass may not be excused and may result in suspension (see Attendance policies). Students must remain in the building during lunch.

APPROPRIATE DRESS

Center Line Public Schools takes pride in its students and encourages their development of good hygiene and grooming habits. Student dress and appearance that is neat and clean contributes to a positive school environment. Student dress and appearance must not be disruptive to the educational process. Consider the following guidelines when selecting school clothing:
- Indecent, tattered, or unsafe dress or footwear, or attire that calls undue attention or has lettering or symbols that are disrespectful or derogatory, are not allowed.
- Beach wear, low-cut tops, tank tops, sleeveless tops, muscle shirts, see-through clothing, short skirts, short shorts, pajamas, tight clothing without proper coverage, and clothing exposing the shoulders or mid-section are not allowed.
- Shoes must be worn.
- Coats and hats are not to be worn in school.
- Clothing that promotes illegal substances or drugs, illegal activities, violence, tobacco or alcohol is prohibited. This includes jewelry and accessories that may be deemed dangerous.

### CENTER LINE HIGH SCHOOL DAILY SCHEDULE - 7:30 AM to 2:25 PM

<table>
<thead>
<tr>
<th>REGULAR BELL SCHEDULE</th>
<th>EARLY RELEASE BELL SCHEDULE</th>
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<tr>
<td><strong>1st Hour</strong></td>
<td>7:30 – 8:20</td>
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<tr>
<td><strong>2nd Hour</strong></td>
<td>8:25 – 9:15</td>
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<td><strong>3rd Hour</strong></td>
<td>9:20 – 10:10</td>
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<td><strong>4th Hour</strong></td>
<td>10:15 – 11:05</td>
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<tr>
<td><strong>5th Hour</strong></td>
<td>11:10-11:35 lunch/11:40-12:35 class</td>
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<tr>
<td><strong>1st Lunch</strong></td>
<td>11:10-12:05 class/12:10-12:35 lunch</td>
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<tr>
<td><strong>2nd Lunch</strong></td>
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<tr>
<td><strong>6th Hour</strong></td>
<td>12:40 – 1:30</td>
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<tr>
<td><strong>7th Hour</strong></td>
<td>1:35 – 2:25</td>
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</tbody>
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| **1st Hour**          | 7:30 – 8:12                |
| **2nd Hour**          | 8:23 – 9:15                |
| **3rd Hour**          | NO CLASS                   |
| **4th Hour**          | 9:16 – 10:04               |
| **5th Hour**          | 10:15-10:40 lunch/10:45-11:35 class | 50 minute class – 25 minute lunch |
| **1st Lunch**         | 10:15-10:40 class/10:45-11:35 lunch |
| **2nd Lunch**         |                            |
| **6th Hour**          | 11:40 – 12:30              |
| **7th Hour**          | 12:35 – 1:25               |

### WOLFE MIDDLE SCHOOL DAILY SCHEDULE - 8:05 AM to 3:00 PM

<table>
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<th>REGULAR BELL SCHEDULE</th>
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<tr>
<td><strong>2nd Hour</strong></td>
<td>9:10 – 10:04</td>
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<tr>
<td><strong>3rd Hour</strong></td>
<td>10:08 – 11:02</td>
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<tr>
<td><strong>4th Hour</strong></td>
<td>11:06 – 12:02</td>
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<td><strong>5th Hour</strong></td>
<td>12:06 – 1:02</td>
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<td>12:02 – 12:32 6th Grade Lunch</td>
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<td></td>
<td>12:36 – 1:02 6th Grade Advisory</td>
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<td></td>
<td>12:06 – 12:32 8th Grade Advisory</td>
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<td></td>
<td>12:32 – 1:02 8th Grade Lunch</td>
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<tr>
<td><strong>6th Hour</strong></td>
<td>1:06 – 2:01</td>
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<tr>
<td><strong>7th Hour</strong></td>
<td>2:05 – 3:00</td>
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| **1st Hour**          | 8:05 – 8:49                |
| **2nd Hour**          | 8:53 – 9:37                |
| **3rd Hour**          | 9:41 – 10:25               |
| **4th Hour**          | 10:29 – 11:25              |
| **5th Hour**          | 11:29 – 12:25              |
|                      | 11:25 – 11:55 6th Grade Lunch |
|                      | 11:59 – 12:25 6th Grade Advisory |
|                      | 11:29 – 11:55 8th Grade Advisory |
|                      | 11:55 – 12:25 8th Grade Lunch |
| **6th Hour**          | 12:29 – 1:13               |
| **7th Hour**          | 1:17 – 2:00                |

### BUS TRANSPORTATION

Center Line Board of Education policy is used to determine student eligibility for bus transportation based on the distance from home to school. Safety conditions for walkers are also taken into consideration. Your school office will know if your street is on a district busing route.

Students are expected to use their assigned bus stops, arrive ten minutes before the bus is scheduled to arrive, wait in an orderly manner, and be alert to traffic when leaving the bus. Bus transportation is a privilege. Students may be denied the privilege of riding the school bus for misconduct on a bus or at a
Students must follow bus guidelines set by the bus driver, who is in full charge of the bus and students.

Drivers or administration have the authority to assign seats to students.

All busing issues in the bus will be directed to the CLPS Transportation Department, 586-510-2093.

**EMERGENCY SCHOOL CLOSINGS**

In the event of severe inclement weather and/or loss of electrical power, heat or water, or other emergencies, Center Line Public Schools may close the school(s) for the entire day, open the school(s) but without bus transportation, delay bus transportation and start time(s), or dismiss students early.

Parents will be notified of emergency school closings by an automated telephone call and/or email system. Depending on conditions, the calls/emails may go out the night before or the early morning of a closing.

Emergency closings will also be broadcast on radio stations WJR-760 AM, WWJ-950 AM; on TV stations WJBK-2, WDIV-4 and WXYZ-7, and on the district’s website, www.clps.org.

Regular attendance policies apply to all students who walk or otherwise provide their own transportation when bus transportation is suspended and school is open.

**EMERGENCY INFORMATION**

Please notify the school office immediately if your child’s emergency card information changes.

**LUNCHTIME**

All Center Line Public Schools operate a closed campus during the school day. Students must remain on campus during the lunch period. A nutritious, reasonably priced lunch is available in the school cafeteria. A monthly menu is posted at school and on the district cable channels and website. Students may purchase a complete lunch or bring lunch and purchase milk.

A nutritious, free breakfast is also available at every school. Students are expected to observe the following cafeteria rules:

- Deposit all trash in the wastebaskets.
- Leave the table and floor clean for others to use.
- Do not take food from the cafeteria.
- Do not bring glass containers into the building.
- Cooperate with cafeteria staff and lunch room supervisors.

**Note:** All applicable rules for unacceptable school behavior listed elsewhere in this handbook are in effect in the cafeteria.
FREE AND REDUCED PRICE MEALS

Families who cannot afford to buy lunches may be eligible for the federal free or reduced price meals program. Applications for the program are available on-line at www.lunchapp.com. Applications take about two weeks to process.

LUNCH PRE-PAY

Rather than having their child pay for lunch with cash, parents can utilize the cafeteria’s automated pre-pay system. It enables parents to pre-pay an amount into an individual account for their child with cash, by check or online at www.sendmoneytoschool.com (there is a service fee for online pre-pay.) The student then can deduct lunch purchases from the account with a personal ID number. Contact the school for more information. Students eligible for the free or reduced-price meal program can also access their account through the automated system.

WELLNESS

Center Line Public Schools is committed to providing a healthy school environment that enhances student learning and development of lifelong wellness practices. Our child nutrition program complies with federal, state, and local requirements and food safety standards. The district will promote nutrition education, offer physical education activities, and encourage students to make healthy food and beverage choices. Nutrient density and portion size will be considered before permitting an item to be sold to students during the school day.

THE INSTRUCTIONAL PROGRAM

CURRICULUM CHOICES

Center Line Public Schools offers students broad curriculum choices in planning for future education and careers. Parents/guardians and students should make thoughtful decisions when selecting courses, keeping in mind that students should challenge themselves and strive for excellence. Contact the counseling department with questions or concerns regarding course selection.

HOMEWORK AND MAKEUP WORK

Homework is assigned in most classes and students are responsible for completing all assignments. When a student is absent, it is the student’s responsibility to arrange for makeup work. While teachers must provide information regarding the nature of the work to be made up, students must assume responsibility for completing the work. Teachers may require that class time not be used to arrange or complete makeup work. Students are generally given the same amount of time to make up the work as the amount of time they were absent.

TESTS AND EXAMS

Students are tested regularly to determine their progress. Final exams are administered at the end of each semester.
WAIVING SENIOR FINAL EXAMS

To waive a final exam a senior must meet the following requirements:
- Have a B+ or better in the course.
- Have 2 or fewer excused absences each semester (only school related absences are exempt):
  NO UNEXCUSED ABSENCES.
- A final project may still be required.
- Advanced and AP classes may require the exam.

EVERY STUDENT SUCCEEDS ACT (ESSA)

The Every Student Succeeds Act was signed into law by President Obama in December 2015, reauthorizing the 50-year-old Elementary and Secondary Education Act (ESEA), the nation’s national education law and longstanding commitment to equal opportunity for all students. Center Line Public Schools functions with the requirements of this legislation.

SPECIAL EDUCATION

Center Line Public Schools provides special education programs and services for students who qualify according to the Michigan Administrative Rules for Special Education. The CLPS Special Services department has special education teachers to provide specialized instruction, as well as speech and language therapists, social workers, and psychologists, who provide support services according to each eligible student’s individual needs. Additional services are available as needed through the Macomb Intermediate School District (MISD).

TESTING OUT

Legislation requires that students be given the opportunity to “test out” of any course. See Board Policy 5460 – Graduation Requirements at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

In order to “test out,” students will need to exhibit mastery of the subject matter by attaining a grade of not less than C+ in a comprehensive final exam. Students wishing to test out may also be required to demonstrate mastery through a portfolio, performance, paper, project and/or a presentation in addition to a comprehensive exam.

Credit earned will be based on a “pass” (P) grade that will not be used in the computation of grade point average. If a student is successful in testing out, he or she may not take or receive credit for a course lower in sequence within the same subject area.

A course in which a student has tested out may count toward graduation requirements but not as one of the total required credits for graduation. Testing out will allow the student to take a higher level course or to move on to other areas of interest.

Testing Out Application Forms may be obtained from the Counseling Center. If you have questions or concerns, please contact the Counseling Center.
HEALTH EDUCATION EXCLUSION DISCLOSURE

According to Public Act 226 of 1977, parents/legal guardians have the right to review materials to be used in courses in which reproductive health is taught. They have the right to excuse, without penalty, their student from participation in a class or course of instruction in reproductive health and Acquired Immunodeficiency Syndrome (AIDS). AIDS instruction is included in Health Education classes.

DUAL ENROLLMENT

A provision of the State School Aid Act directs school districts to enable students in grades 9 through 12 to participate in dual enrollment by assisting with their tuition and fees for courses they take at Michigan public or private colleges or universities while attending high school, up to $600/per semester. Districts pay the lesser of either the tuition and fees charged or the student’s state foundation allowance, adjusted to the portion of the school year he or she attends the post-secondary institution.

Students must meet specific grade-level proficiency testing and course selection criteria in order to participate, and are no longer eligible for dual enrollment once their high school graduation requirements have been met. For further clarification of criteria and eligibility, contact your high school counselor and/or refer to Board Policy 2271 – Dual Enrollment at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

GRADE CHANGES

Grade means a grade given for a final examination or a grade given at the conclusion of a marking period (or semester). The proponent of a grade change must submit a written request for a grade change to the administrator, setting forth reasons for the change within 30 days after the student received the grade. If the teacher who gave the grade does not agree with the change proposed, the administrator, after consulting with the teacher who gave the grade and the proponent of the grade change, may cause a review panel to convene to consider a grade change.

ACCEPTABLE USE OF TECHNOLOGY

Center Line Public Schools encourages and strongly promotes technology use in the educational community. To ensure students, staff and parents can take full advantage of the technologies available, all use of technologies in the school district must have proper authorization and adhere to district policy. All use of technology must be in support of and consistent with the purposes and stated goals of the school district. Misuse of technology will result in disciplinary action, up to and including loss of computer privileges, suspension, or expulsion. See Board Policy 7540.03 – Student Education Technology Acceptable Use and Safety at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.
Technology Guidelines:
- Students shall not use technology unless authorized by appropriate school personnel.
- Only software legally owned by the district and authorized by a CLPS administrator may be put on district computers.
- Illegal/inappropriate activities of any kind are forbidden.
- Students shall not use district technology for online purchasing.
- Nothing will be placed on a building web page without prior approval of the building administrator or a district administrator. Web pages representing Center Line Public Schools will only be placed on district authorized web servers.
- Establishment of web pages and/or distance learning activities must have an educational/management purpose related to an assignment, project, job, or function that meets CLPS goals.

Technology Users Will:
- Comply with district policies, rules, and regulations.
- Use network and technology in support of education, consistent with the goals of the district.
- Obey all copyright laws.
- Report to the building administrator or teacher any misuse of the networks and technology.
- Use equipment responsibly and respect individual work, files, and programs.

Technology Users Will Not:
- Tamper with computers or network components in any way that will make them either temporarily or permanently inoperable.
- Access or modify other accounts, data, files and/or passwords without authorization.
- Use district technology for commercial or for profit purposes.
- Use district technology to obtain illegal copies of software, printed materials, or other materials to which they do not have ownership.
- Use district technology to send, receive, print, or display messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.
- Use district technology to distribute material that violates the Family Education Rights and Privacy Act; jeopardizes the health and safety of students; is obscene, pornographic, or libelous; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; or contains political lobbying or is not approved by the building administrator or web manager.

CURRICULUM REVIEW AND CLASSROOM VISITATION

The Board of Education has always recognized and respected the rights of parents/legal guardians to determine and direct the care, teaching, and education of their children.

The Board welcomes and encourages the involvement of parents/legal guardians in the schools and is committed to a partnership to develop each student’s intellectual capability and career preparation skills in a safe and positive environment.

Parents/legal guardians of enrolled students may, upon request, review curriculum, textbooks and other teaching materials. They may also visit a classroom to observe the instructional activities of their enrolled student, if the student is present. Instructional activities that can be observed do not include testing. Contact your building administrator to make a request or schedule a visit.
LOOKING AHEAD TO GRADUATION

REQUIREMENTS FOR GRADUATION

The first steps toward successful completion of the course requirements for high school graduation are taken when a student begins earning credits toward graduation. Students and their parents should keep in mind the Michigan Merit Curriculum State Graduation Requirements listed below when selecting courses each term. Please note these are the minimum state requirements and may not fulfill all admission requirements at some post-secondary institutions. All students are required to meet the Center Line Public Schools graduation requirements.

PERSONAL CURRICULUM

The Michigan Legislature provides an opportunity for students to slightly modify the state graduation requirements shown below; this modification is called a Personal Curriculum or PC. A student and his/her parent or guardian can request a PC for one of four reasons:

1. Students who are interested in earning additional credits in math, science, English language arts, or foreign languages.
2. Students who demonstrate a need to reduce the Algebra II requirement in the Michigan Merit Curriculum.
3. Students transferring from out-of-state or non-public schools after completing two years of high school.
4. Students with an Individualized Education Program (IEP). While a PC can be requested at any time during a student’s high school experience, with the exception of social studies and math, it should be used in limited circumstances after students have had the opportunity to succeed in the Michigan Merit Curriculum. Parent guides and request forms are available on the CLPS Website, www.clps.org under the Center Line High School tab. Contact your school’s counseling office for additional information.

SENIOR STATUS

No student can be considered a senior unless he/she can meet all of the graduation requirements within the current school year.

GRADUATION REQUIREMENTS

Starting with the class of 2016, students must earn a total of 26 credits – 18 required by the State of Michigan, including the addition of two credits of World Languages, plus eight additional elective credits.
### Michigan Merit Curriculum: Minimum High School Graduation Requirements

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>DESCRIPTION</th>
<th>PERSONAL CURRICULUM/ Modifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH LANGUAGE ARTS (ELA) 4 Credits</td>
<td>• Aligned with subject area content expectations developed by the Michigan Dept. of Education 4 Credits and approved by the State Board of Education</td>
<td>No modification</td>
</tr>
<tr>
<td>MATHEMATICS 4 Credits</td>
<td>• Algebra I • Geometry • Algebra II • One additional math or math-related credit in the final year</td>
<td>All students must: Complete at least 3.5 Math or Math-related credits. Complete a Math or Math-related credit in the final year</td>
</tr>
<tr>
<td>SCIENCE 3 Credits</td>
<td>• Biology • Chemistry or Physics • 1 additional Science credit</td>
<td>No modification</td>
</tr>
<tr>
<td>SOCIAL STUDIES 3 Credits</td>
<td>• .5 Civics • .5 Economics • U.S. History &amp; Geography • World History &amp; Geography</td>
<td>No modification of Civics 2 credits must be earned. Modified only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages</td>
</tr>
<tr>
<td>HEALTH &amp; PHYSICAL EDUCATION 1 Credit</td>
<td>• Credit guidelines developed by the Michigan Dept. of Education.</td>
<td>Modified only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages</td>
</tr>
<tr>
<td>VISUAL, PERFORMING APPLIED ARTS, CTE 1 Credit</td>
<td>• Credit guidelines developed by the Michigan Dept. of Education • One credit must be in the area of Visual Performing or Applied Arts</td>
<td>Modified only if student takes additional credit(s) beyond the required credits in ELA, Math, Science or World Languages</td>
</tr>
<tr>
<td>ONLINE LEARNING EXPERIENCE</td>
<td>Online course or learning experience OR online experience is incorporated into each of the required credits</td>
<td>No modification</td>
</tr>
<tr>
<td>WORLD LANGUAGES 2 Credits</td>
<td>Class of 2016 and thereafter • Credits earned in Gr. 8-12 OR equivalent learning experience in Gr. K-12</td>
<td>CTE Option</td>
</tr>
<tr>
<td>DESIGNATED STATE ASSESSMENT</td>
<td>Students must participate</td>
<td>Modifications defined by the State of Michigan applicable to Special Education students</td>
</tr>
</tbody>
</table>

- To meet minimum graduation requirements, a total of 26 credits must be earned in grades 9-12. One-half credit is granted for each semester course.
- Beginning with the class of 2016 (current juniors) and thereafter, 18 of the 26 credits must be completed in these areas: Mathematics - 4, English Language Arts (ELA) - 4, Science - 3, Social Studies - 3, World Languages - 2, Health/Physical Education - 1 and the Arts (Visual, Performing or Applied) - 1. In addition, elective credits and an online learning experience are required.
It is the responsibility of students to meet with school staff to ensure coursework meets the basic requirements of their college and/or career choice. Further information is available from the school counseling office.

A certificate of completion will be provided to students with IEPs who complete their high school program per their IEP but do not meet the Michigan Merit Curriculum requirements for a diploma. Once a student accepts a diploma, his/her eligibility to receive a free and appropriate public education ends.

COMMUNITY SERVICE GRADUATION REQUIREMENT

Community Service provides students with opportunities for college and careers. It enhances physical and mental well-being and gives back to our community. In order to participate in commencement exercises, each student must serve 20 hours of community service (5 hours per year). This administrative guideline will go into effect in the fall of 2015. Below are the community service requirements for each CLHS class:

- Class of 2016 = 0 hours
- Class of 2017 = 10 hours
- Class of 2018 = 15 hours
- Class of 2019 (and future classes) = 20 hours
- Any new/transfer student will be prorated

Some community service opportunities will be posted on the CLHS website and in the counseling office, but students are encouraged to seek out additional community service opportunities. Approved community service opportunities include volunteering at a non-profit, hospital, church, or mosque. Volunteering for a political candidate will not meet the community service requirement. Center Line High School Community Service logs are available in both the counseling and main office. Any student who performs 40 or more hours of community service during their high school career will be awarded with a Community Service cord at graduation. **Recommendations:**

- 20 hours for graduation
- 40 hours required for the CS cord upon graduation
- 80 hours required for ½ credit [applied arts]
- 160 hours required for 1 credit

ATTENDANCE

Optimal educational benefits can only be achieved through a student’s regular class attendance, active class participation, and serious commitment to the educational program. Setting an expectation of good attendance forms a habit of lifelong benefit, as school attendance is often repeated in the workplace.

Center Line Public Schools considers absenteeism and tardiness a serious disruption to the educational process, not only for the student, but for the teacher and entire class. To protect the integrity of the classroom and to encourage students to establish good attendance attitudes and habits, students who are absent or tardy may be subject to disciplinary action by the school.

Attendance in school is the responsibility of the student and the parent/guardian. The school’s task is to provide instruction, encourage attendance and notify the parent/guardian of absences from class. Exemplary class attendance should be the desired goal of students, parents/guardians and teachers.
STUDENT RESPONSIBILITIES

- A student is to attend each scheduled class.
- A student is to be on time and prepared for class.
- A student is responsible for making arrangements if he/she is to be absent from a particular class. This involves obtaining permission from the office for outside activities, (i.e., doctor/dental appointments) and obtaining permission from the teacher whose class will be missed for in-school activities, such as counseling appointments, student government activities, or completing class assignments.

PARENT RESPONSIBILITIES

Parents are requested to call the school before school begins or as soon as possible, if the student will be absent (586-510-2107 for High School and 586-510-2307 for Wolfe). Contact must be made within 24 hours to have the student’s absence excused.

Parents are asked to remind their child, when absent, it is his/her responsibility to arrange for make-up work. As a reminder, students are generally given the same amount of time to make up work as the amount of time they were absent.

ABSENCES

Any and all unexcused absences (UNX) in a semester may involve discipline for absenteeism and will be at the administration’s discretion, up to and including suspension.

A. An absence due to a school sponsored activity (field trip, assembly, etc.) will not be counted.
B. Students are not allowed to leave the building or school property without permission. Students who must leave school before their usual dismissal time must first get approval from one of the building administrators. Students are required to sign in and sign out of the building.
C. A student taking part in extracurricular activities must be in school by 7:30 AM in order to participate in any activity beyond their regular scheduled classes. If the student has an appointment, he/she must pre-arrange this absence with the Athletic Director in the case of athletics and with one of the high school administrators in other cases. Such arrangements must be made at least twenty-four (24) hours prior to the appointment, except in the case of emergency. Notification must be made as soon as possible. Arrangements will then be made for that day’s practice.
D. Truancy (skipping) for Center Line High School consists of the following and the students will receive an Unexcused Absence (UNX):
   - Attending school and leaving the building or grounds without permission.
   - Riding the bus to school and not reporting to class.
   - When neither the school nor parents know the student’s whereabouts.
   - Being out of school or off school property for reasons not excusable by the administration will be considered truancy.
   - Non-attendance of assigned classes.
   - Once a student arrives at school for the day, he/she is considered “in attendance” and may not leave the school property without permission.
   - Being in areas designated as “off limits” to students.
PROCEDURES FOR REPORTING ABSENCE AND TARDY SITUATIONS

If a student must be absent (for any portion of the day) or tardy, parents and/or guardians are requested to call the school as soon as possible. The number has a 24-hour answering machine, so the call may be made anytime. Contact must be made within 24 hours to have the student’s absence or tardy reported as excused. If the parent/guardian is unable to contact the school within 24 hours because of an emergency or other situation, please contact one of the administrators directly.

Definitions:
- **Excused Absence**: Verified by parent and/or guardian within 24 hours
- **Excused Tardy**: Verified by parent and/or guardian within 24 hours
- **Unexcused Absence**: Not verified by parent and/or guardian or administration
- **Unexcused Tardy**: Not verified by parent and/or guardian or administration
- **Reasons for Excused Absence or Tardy**: Could include, but is not limited to the following:
  - Absence due to illness and/or a medical condition (a doctor’s note is preferred if the illness extends for several days or over the course of term)
  - Recovery from accident
  - Death that directly affects the student
  - Observation or celebration of a bona fide religious holiday
  - Pre-approved family vacation
  - Required court appearances
  - School-related activities (i.e. Field Trips, school sponsored activities during the school day).
  - Professional appointment for the student that cannot be scheduled for anytime except during (or before or after) the school day
  - Family Emergencies
  - During the appeal process, the principal or his/her designee may accept another good cause.
- **Reasons for Unexcused Absence or Tardy**: Could include, but is not limited to the following:
  - Attending school and leaving the building or grounds without permission.
  - Riding the bus to school and not reporting to class.
  - Being out of school or off school property for reasons not cleared with the High School Administration
  - Non-attendance of assigned classes
  - A student is considered tardy to a class if not in the classroom area when the bell stops ringing (unless the student has received a pass from a teacher or administrator to arrive to class after the bell stops ringing)

**STUDENT ILLNESS**

A student who becomes ill during the school day should report to the office and his/her parent/guardian will be called. The student will remain in the attendance office area until an emergency card contact is made. All classes missed will count toward the absence total.
EARLY DISMISSAL

When an early dismissal is necessary, the parent/guardian must make contact with the school by note or phone call, prior to the student leaving the building. All classes missed will be counted as excused absences. Early dismissals on assembly days and prom days are strongly discouraged.

PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass or student planner authorized by a staff member. Students using the restrooms during a class period must have a valid pass. A student who is ill must report to the office.

SCHOOL CAMPUS

Leaving school property without permission is not allowed. Students leaving school property without proper authorization are subject to discipline. Students on campus before or after school must be supervised by a teacher or participating in a supervised school-sponsored activity. Visitors are not allowed on campus without prior approval from an administrator.

PRE-EXCUSED/EXTENDED ABSENCES

Absences for family vacations or travel during scheduled school days are discouraged; however, should it be necessary for a student to be absent for a family vacation or travel, a pre-excused absence should be obtained by submitting a written request one week prior to the event. Arrangements should be made with the student’s teachers in advance as to the timelines for completing class work. Homework should be requested and requires 24 hours to process. Extending school vacations by taking additional days off is strongly discouraged. In the case of a student who will be absent for extended periods due to physical disability or illness, the parent/guardian should contact the school to make home study arrangements.

TARDY POLICY

Any and all tardies (TDY) or chronic tardies (CTD) in a semester may involve disciplinary action and will be at the administration’s discretion.

- A student is considered tardy to a class if not in the classroom area and ready to work when the bell stops ringing.
- A student coming late to school at any time will be counted as tardy. Exceptions may be made for medical, dental or court appointments, if official documentation of appointment is provided.
- A student will not be counted as tardy if upon coming to class he presents an excused, signed pass from another teacher or from the office. Students who are tardy because of a late bus are excused.

Regular attendance behavior is essential in achieving a quality education. Classroom attendance provides students the opportunity to participate in group activities, ask questions, participate in classroom discussion, and other related educational experiences. Positive attendance behavior is an important and necessary component to ensure academic success in school and career success in the
ever changing global society. The district is committed to assisting those students who may demonstrate poor attendance behavior to understand the importance of regular and timely attendance.

- The Attendance Office monitors tardies daily.
- Robocall made at the end of each day to parents of students with more than 1 tardy.
- Students with 2 or more tardies in a particular class in a week will be counseled by the teacher and parents notified.

Tardies are monitored weekly by attendance office. Students with excessive tardies and unexcused absences will be identified and counseled by an administrator, and parents will be notified. If tardies continue, parents are notified; detention assigned, and after school activities suspended until detention is served. Failure to serve detention will result in 2 hours of community service being assigned and all before and after school activities will be suspended. If this conduct continues after all of the above actions have been taken, student will be sent home until a parent meeting can be made and a solution to the problem has been reached.

AGE OF MAJORITY

After informing the administrator or designee in writing, high school students who are 18 years of age may have all personal school correspondence mailed directly to them and may access their school records and sign excuses for themselves. These students are still subject to Board of Education policies and the rules and regulations of their school.

SCHOOL-HOME COMMUNICATION

Education is a team effort involving student, teacher and parent. The school staff looks forward to working closely with parents/legal guardians. In order to keep parents/legal guardians well-informed of their student’s progress, the school communicates with them in a variety of ways.

AUTOMATED PHONE MESSAGING

In the event of emergency school closings, parents/guardians will be notified by an automated telephone message using the contact numbers listed on the student emergency card. Parents/guardians are asked to immediately notify the school of any changes to their emergency contact information. The school may also use the automated system for other types of notifications.

PARENT-TEACHER CONFERENCES

Parents/legal guardians are invited to meet with teachers to discuss student progress during scheduled conference days in the fall and spring. At conference time, teachers will usually present information on a student’s homework record, classroom activity, and test results. Parents/legal guardians are also encouraged to call a teacher at school or schedule a conference if special issues need to be discussed. Email correspondence between parent and teacher can be arranged.

POWERSCHOOL ONLINE PARENT PORTAL

Parents/guardians of high school students can view their student’s progress online using the Parent Portal in PowerSchool at https://ps.cen.misd.net/public/home.html. PowerSchool is the CLPS student
information system for scheduling, attendance, grades, etc. Contact the school for directions on how to access your student’s information.

**STUDENT RECORDS**

A cumulative student record is maintained by Center Line Public Schools for the benefit of the student. This record reflects the scholastic and physical growth of each student. Access to this record is restricted to parents/legal guardians, eligible students (those who are 18 years of age or older) and school officials with legitimate educational interests.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task; or a person serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Appointments to review records can be made through the building administrator or counselor. Parents/guardians and eligible students shall have an opportunity for a hearing to challenge the contents of the records. Upon written request from parents for a hearing on the contents of their student’s records, the administrator will set a time and date convenient to both the parents and school.

Parents/guardians and eligible students shall have the right to file a complaint concerning alleged failure by the school district to comply with the Family Educational Rights and Privacy Act (FERPA). Complaints may be sent to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

**REPORT CARDS**

Report cards are issued at the end of each 10-week marking period.

**PROGRESS REPORTS**

Progress reports are issued at the end of the fifth week of each marking period for the purpose of notifying parents of their student’s progress or when the student is in danger of failing. A parent-teacher conference may be requested.

**CENTER LINE HIGH SCHOOL ACADEMIC HONORS**

**Honor Roll**

Center Line High School posts its Honor Rolls at the end of each semester. All letter grades are considered for Honor Roll. The standards for this achievement are calculated based on semester (not cumulative) grade points and are as follows:

- **Orange Honor Roll** - Grade point average of 4.0 or higher with no grade lower than a “B”
- **Honor Roll** - Grade point average of 3.0 – 3.9 with no more than one grade of “C”

*Any incomplete grade will keep a student off the Honor Roll.*
Honor Graduates
Students who have earned all required credits at the end of seven semesters and who have a cumulative grade point average listed below are eligible to be declared Honor Graduates:

- 3.80 and above Highest Honors (Suma Cum Laude)
- 3.60 – 3.799 High Honors (Magna Cum Laude)
- 3.40 – 3.599 Honors (Cum Laude)

Academic Letter
Recognizing academic achievement is important at Center Line High School. Students who meet the criteria will earn a letter of recognition as athletes do in varsity sports. Selection for an academic letter will be made after the first semester of each school year. The criteria for earning a letter are as follows:

- Minimum grade point average of 3.2 for a semester with no D’s or F’s
- Only final semester grades are used to determine eligibility
- Three consecutive semesters earning a 3.2 grade point average or
- 3 out of 4 semesters earning a 3.2 grade point average.
- Students earning seven semesters on the Honor Roll will receive a second pin (3rd Award)

Because an academic letter requires a minimum length of 3 semesters to earn, freshmen are not eligible for this award. Students may earn three awards during the course of their academic careers, upon which pins will be awarded for the second and third award.

GRADING SCALE
Although daily classroom grading systems may vary among teachers, at the 10-week and semester marking periods, classroom percentage scale or letter grade systems will adhere to the districtwide grading scale:

**DISTRICTWIDE GRADING SCALE** (required for quarterly and semester reported grades)

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>College Prep Course GPA</th>
<th>National Reported Course Exams (i.e. AP or IB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>5.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>4.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>4.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>3.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>3.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>3.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>2.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>2.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>2.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

INCOMPLETES
An incomplete grade is given only if a student has an excused absence(s) at or near the end of a marking period. A student has the same number of days as in the absence period to make up the work before an
incomplete is given. An incomplete becomes a 0.00 on the college prep scale if the work is not made up within the next marking period.

**CENTER LINE HIGH SCHOOL ACADEMIC COMMUNICATION POLICY**

For all students:
- 24/7 access to view grades/attendance in PowerSchool.
- Progress report mailed home every five weeks.
- Student Data Days wherein 3rd hour advisory teacher speaks individually with each student and discusses grades & attendance for all classes, NWEA scores, goals and effort (this is done weekly in the 9th Grade Academy).
- Parent teacher conferences (once per semester).

For students who have below a C- (in addition to interventions mentioned above):
- Teacher will speak privately with student to discuss grade, missing work, assessment scores; student will be encouraged to attend tutoring after school sessions.
- Teacher will speak with parents (minimum every two weeks) and document.
- Teacher will offer after-school tutoring sessions to student.
- Teacher will commence child study process if there is no academic improvement.

*These are the minimum interventions that must occur.*

**WITHDRAWAL FROM SCHOOL**

Any student planning to move out of the district must obtain a “drop slip” from the Assistant Principal’s office. The drop slip must be signed by all the student’s teachers and then returned to the Assistant Principal’s office.

All property loaned to the student must be returned and outstanding obligations settled.

A student who plans to withdraw from or leave school for reasons other than moving must first report to a counselor.

**DIRECTORY INFORMATION**

Center Line Public Schools may, upon request, release the following directory information: student’s name, address, participation in school activities, dates of school attendance, honors and awards, information generally found in yearbooks, weight and height of athletic team members, and students’ names, addresses, and telephone numbers when appropriate.

Parents or students who are 18 years or older who do not wish this information made public should notify the administrator in writing by October 1.

**PARENTAL INVOLVEMENT IN EDUCATION**

The involvement of parents and community members is an essential component to nurture students and ensure their success. Center Line Public Schools will make every effort to invite and consider parent and community input to ensure the success of our students.
Parent involvement in Title I schools will be governed by Board Policy 2261.01 – Parent Participation In Title I Programs. See the complete description of Board Policy 2261.01 – Parent Participation in Title I Programs at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents and enables a search by section numbers.

Center Line Public Schools shall maintain web access to the following:
- Annual report information
- District events calendar
- Individual school websites
- Parent/student handbooks (elementary, middle, and high school)

Center Line Public Schools shall also provide to parents online or print versions of the following:
- District newsletter – Week in Review, located on the district website at www.clps.org
- School newsletters

Center Line Public Schools shall coordinate and integrate opportunities for parental involvement with academic support programs and academic competitions.

Center Line Public Schools shall assess parent involvement by including questions on the Community Survey. The information from the survey will be used to develop strategies to improve parental involvement.

Parents can be involved in school activities in the following manners:
- Volunteering at the school
- Helping their children with homework
- Attending open houses
- Attending parent/teacher conferences
- Joining a parent organization.

Center Line Public Schools will do the following to build the capacity for strong parental involvement in our schools:
- Help parents understand the state’s academic content standards, academic achievement standards, state and local assessments, and the requirements of Title I, Part A.
- Make available opportunities for parents to monitor their children’s progress and work with educators.
- Make available materials and resources for parents to help them work with their children to improve their children’s academic achievement.
- Educate administrators and staff members on how to reach out to and communicate and work with parents as equal partners.
- Coordinate parental involvement activities with state and federally funded programs available to students.
- Ensure that information related to school and parent programs is sent to parents in an understandable and uniform format, including an alternative format upon request.
PROTECTION OF PUPIL RIGHTS

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (eligible students) certain rights regarding Center Line Public Schools conduct of surveys, collection and use of information for marketing purposes and conduct of certain physical exams. These include the right to the following:

Consent to Federally-Funded Surveys Concerning Protected Information
If the U.S. Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
  - Political affiliations
  - Mental or psychological problems of the student or student’s family
  - Sexual behavior or attitudes
  - Illegal, anti-social, self-incriminating or demeaning behavior
  - Critical appraisals of student’s family members
  - Privileged or similar relationships recognized by law, such as with attorneys, doctors and ministers
  - Religious practices, affiliations, or beliefs of the student or student’s parents
  - Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

Opt Out
Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
  - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
  - Any protected information survey, regardless of funding; or
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Inspect Certain Material
Parents and eligible students have the right to inspect the following, upon request, before Center Line Public Schools administrators use them:
  - Protected information surveys of students (including any instructional materials used in connection with the survey);
  - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; or
  - Instructional material used as part of the educational curriculum.

Discuss Concerns
Parents and eligible students who have questions or concerns regarding pupil rights may contact the Assistant Superintendent of Human Resources at 586-510-2000.
**Report Violations**
Parents and eligible students who believe their rights have been violated may file a complaint with Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

**MEDIA RELEASE**
Students are often interviewed by local news media reporting on the district’s instructional programs. Center Line Public Schools Board of Education policy governs media relations that affect students. News media representatives are required to report to the Center Line Public Schools Administration Building for prior approval before interviewing students involved in instructional programs.

Parents are asked to complete a media release form giving Center Line Public Schools and the news media permission to interview/photograph their student in connection with school activities. The signed form is kept in the school office and remains valid as long as a student is enrolled in the district. If at any time a parent chooses to exclude a student from participating in media interviews, the parent must notify the administrator in writing.

**VISITORS**
Parents and other visitors who have legitimate business at the school are always welcome. Upon entering the building, visitors must register in the office and obtain a visitor’s badge. They must leave promptly when their business is completed. Students from other schools are not permitted to visit, unless authorized by the administrator’s office.

**SCHOOL DISTRICT NEWS**
News of the school district’s instructional programs and activities is shared via school newsletters, the district website www.clps.org, social media sites, and the district newsletter, *The Innovator*.

**SERVICES TO STUDENTS**

**GUIDANCE AND COUNSELING**
Students are assigned to a counselor. It is important for students and their parents/guardians to become acquainted with the counselor so that all can work together for the student’s benefit.

The counseling department provides many student services, including course selection, program planning, testing administration and interpretation, college planning and financial aid, vocational planning, job placement, personal and social guidance and employment recommendations. Computerized information about careers, colleges, vocational schools and scholarships is also available.

Students can arrange to see their counselor by filling out a request form from the counseling office or by personally arranging an appointment. Parents/guardians are invited to contact the counselor for information or to make a guidance appointment to discuss their child.
APPLICATIONS AND FORMS

College applications, test applications and job postings are available through the counseling office. Students completing college applications are strongly advised to follow up with their high school counselors to make sure all necessary admissions materials are included and completed correctly.

SCHOOL INSURANCE

Center Line Public Schools provides a voluntary accident student insurance policy for students. The policy covers students participating in school-sponsored events, traveling to and from school and while at school. A student must report any accident to the school office immediately. To collect benefits, a parent or guardian must complete a claim form. Only expenses not covered by family, employer, or group insurance will be considered.

STANDARDIZED TESTS

The following standardized tests are administered:

- Practice SAT, given to all eleventh grade students in the fall. SAT scores are also used for the National Merit Scholarship program.
- All eleventh graders take the SAT and MSTEP, which measures achievement in English, mathematics, reading and science and is used by many colleges/universities in determining student admissions; the PSAT is given by the state to 9th and 10th graders, and MSTEP is also administered to grades 6-8.
- MI-Access: An alternative assessment of reading, writing and mathematics skills given to students with disabilities if stated on the student’s Individualized Education Program (IEP).
- World Class Instructional Design and Assessment (WIDA): Tests English learner (EL) students in reading, writing, speaking and listening skills.
- Advanced Placement exams are available to AP students in grades nine through twelve.
- NWEA K-12 reading and math. All students in attendance will test.

WORK PERMITS

Any student under 18 years of age must obtain a work permit in order to accept employment. Most employers must comply with state and federal child labor laws concerning hours and working conditions.

Applications for work permits and Offer of Employment forms, which must be completed by a prospective employer, can be obtained at the Administration Building.

The following are some general guidelines for the hours and times minors are allowed to work. Further information is available in the school office.

**Ages 14 and 15 may work...**

- No more than six (6) days in one week
- Eight (8) hours maximum per day on non-school days
- Three (3) hours maximum per day on school days, but only after school and only until 7:00pm
- 18 total hours per week when school is in session
- 48 combined school and work hours in one week
- 40 hours in one week during non-school weeks. Allowable times: 7:00am to 9:00pm (within above guidelines)
- *Ages 15 and under cannot be employed during school hours.*

**Ages 16 and 17 may work...**
- No more than six (6) days in one week
- A weekly average of eight (8) hours per day
- 10 hours maximum per day on non-school days
- 48 combined school and work hours in one week. Allowable times: 6:00am to 10:30pm when school is in session and 6:00am to 11:30pm during summer vacation.

Minors ages 16 and 17 may be employed in agricultural processing when school is not in session for not more than 11 hours in one day, 62 hours in one week, limited to a 4-week period in a year and not between 2:00am and 5:30am.

**LOCKERS**

At the beginning of the school year, every student is issued a locker. Additionally, locks and lockers are issued to students taking physical education.

**Lockers Are School Property**
- All lockers assigned to students are the property of Center Line Public Schools. At no time does the school relinquish its exclusive control of its lockers.
- A student who uses a locker that is the property of Center Line Public Schools is presumed to have no expectation of privacy in that locker or that locker’s contents. The school administrator or his/her designee shall have custody of all the combinations to all lockers and/or locks.
- Students are prohibited from placing locks on any locker without the advance approval of the school administrator or his/her designee.

**Legitimate Use of School Lockers**
- The school assigns lockers to its students for the students’ convenience and temporary use.
- Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch.
- Students shall not use lockers for any other purpose, unless specifically authorized by the school administrator or his/her designee, in advance of student’s bringing the items to school.
- Students are solely responsible for the contents of their lockers and should not share their lockers with other students, and not divulge locker combinations to other students unless authorized by the administrator or his/her designee.
- If the administrator or his/her designee assigns more than one student to a locker, the locker or lock combination should not be shared with anyone other than the assigned locker partner.
Search of Locker Contents
Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property and provide greater safety and security for students and personnel.

Accordingly, the Board of Education authorizes the school administrator or his/her designee to search lockers and locker contents at any time, without notice, and without parent or guardian consent.

The school administrator or his/her designee shall not be obligated but may request the assistance of a law enforcement officer in conducting a locker search. The school administrator or his/her designee shall supervise the search. In the course of a locker search, the school administrator or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

Seizure
When conducting locker searches, the school administrator or his/her designee may seize any illegal or unauthorized items, items in violation of Board of Education policy or rules or any other items reasonably determined by the school administrator or his/her designee to be a potential threat to the safety or security of others.

Such items include, but are not limited to, the following: tobacco products, drug paraphernalia, firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance look-alikes or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified upon seizure of dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy.

Any items seized by the school administrator or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student, or a student eighteen (18) years of age or older, shall be notified by the school administrator or his/her designee of items removed from the locker.

COMMUNITY RESOURCES
Information about community resources for students, such as the Macomb County Crisis Center, CARE Student Assistance Center, New Oakland, and Macomb County Health Department, are available through the counseling office. The phone numbers for CARE are 586-541-0033 or 586-541-2273. The phone number for New Oakland is 586-759-4400.

HEALTH & EMERGENCY INFORMATION
Students are expected to attend school every day, if possible. Helping maintain the good health of every student is a concern of teachers and administrators. Students who become ill or are injured during the school day must report to the main office. The following are some school procedures and general information governing student health issues.
VACCINATION INFORMATION

In 2014, Michigan modified the administrative rules that changed how nonmedical waivers for immunizations will be processed for school and childcare programs. This rule went into effect on January 1, 2015.

The new rule requires parents/guardians who want to claim a nonmedical waiver to receive education from a county health department about the benefits of vaccination and the risks of vaccine-preventable diseases before claiming the waiver. A nonmedical waiver is a parent’s /guardian’s written statement indicating the religious or philosophical (other) objections to a particular vaccination(s).

The new rule requires schools and child care centers to refer parents/guardians requesting a nonmedical waiver for immunizations to the county health department for immunization waiver education and waiver certification. Schools and childcare centers will only be able to accept a certified State of Michigan Immunization Waiver Form. A certified, nonmedical waiver with a revision date of January 1, 2015 has the county health department stamp and signature of the authorizing agent completing parent/guardian immunization education. This waiver can only be obtained at the county health department and based on the new rule, parents/guardians will no longer be able to submit uncertified immunization waiver forms to the school.

The new rule applies to all children who are enrolled in a public or private licensed childcare, preschool and Head Start program and/or Kindergarten, 7th grade, and any newly enrolled student into the school district.

Parents/guardians will need to submit to the school the completed, certified nonmedical immunization waiver form, and/or complete immunization record. Students who do not comply with having either a completed immunization record or a certified waiver form are to be excluded from school unless they are in the provisional period.

ACCIDENTS

Anyone injured during school hours or while participating in school sponsored activities, including athletics, must immediately report the injury to an instructor or to the office. An accident report is filled out and parents are notified, when necessary. If the injury requires professional medical attention, the parents will be asked to pick the student up at school or at a medical facility.

CONCUSSION AWARENESS

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Concussion Fact Sheet for Parents addresses the symptoms and what to do if a concussion is suspected; a copy is available on the district website’s main page www.clps.org.

EMERGENCY MEDICAL INFORMATION

Students are required to have an up-to-date emergency medical card on file. The card should include parents’ work phone numbers and the student’s pertinent medical information. In emergency
situations, the parent/guardian or emergency contact listed will be notified. Please inform the school office if the emergency card information changes during the school year.

**MEDICATION**

Students should not take medication at school unless it is absolutely necessary. In accordance with Board Policy 5330 – Use of Medications, in order for a student to receive over-the-counter or prescription medication during the school day, the student’s parent/guardian must file an Authorization for Medication form with the school. The form can be obtained in the administrator’s office and must be signed by the parent/guardian and the child’s doctor. A complete copy of Board Policy 5330 can be found online at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

**MEDICAL LIMITATIONS**

Students who have a permanent or temporary physical disability, allergy, or illness should notify the school counseling department and the main office of the condition at the beginning of the year. This information will be given to teachers and staff members, as necessary.

**SAFETY GLASSES**

Safety eyeglasses will be furnished to students and must be worn in classes where they are required.

**SAFETY DRILLS**

Fire, severe weather and security drills are held regularly at school to develop and reinforce safety procedures. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety depends upon students properly carrying out the regular procedures or any modified instructions the situation may dictate.

**EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities provides a valuable educational experience. Besides opportunities to have fun or be with friends, activities help support the academic mission of the school and are an extension of a quality educational program. Whether a student’s interests lie in future careers, the environment, social events, community service, student government, foreign cultures, robotics, fine or performing arts, etc., each school offers a related activity or organization.

Students who participate in extracurricular activities tend to have higher grade point averages, better attendance records, lower dropout rates and fewer discipline problems than students who do not participate. Through their involvement, students learn self-discipline, build confidence, and develop skills to handle all types of situations.
DANCE REGULATIONS

Normal school dress is required at all school dances unless otherwise announced. Students must be in attendance during the school day for at least four hours to attend a dance. Dances are a privilege; any student who is suspended may lose the right to attend future dances. Any student who leaves a dance before it ends will not be readmitted. Tickets are sold at school prior to a dance. Middle school students may only leave a dance early if accompanied by a parent or guardian.

CENTER LINE HIGH SCHOOL NATIONAL HONOR SOCIETY

To be eligible for the National Honor Society, students must hold a cumulative GPA of 3.5 and complete 8 hours of community service each semester. Once active members, students must attend monthly NHS meetings, maintain a 3.5 GPA, and complete 8 hours of community service each semester.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

High School
- A student who fails more than one class (including NC, NP) in a card marking is ineligible through the next card marking.
- A student who fails more than one class for a semester is ineligible through the next semester (including NC, NP).

Middle School
- A student who fails more than two classes (including NC, NP) in a card marking is ineligible through the next card marking.
- A student who fails more than two classes for a semester is ineligible through the next semester (including NC, NP).

WOLFE MIDDLE SCHOOL ACTIVITIES

Student’s citizenship points must total 21 or fewer to attend school activities (i.e., dances, athletic games, 8th grade trip, etc.) or to join a sports team or club. Students may not have a “5” citizenship point in an individual class. Students whose citizenship totals 22 points or higher will be placed on the “May Not Attend” list.

WOLFE MIDDLE SCHOOL MAY NOT ATTEND LIST

Students will be excluded from after school activities if one or more of the following exists:
- Unpaid fees & fines
- Citizenship points totaling 22 points or higher
- Failure to serve detention.

WOLFE MIDDLE SCHOOL STUDENT ATHLETES

Center Line Public Schools believes in the educational value of interscholastic athletics and supports a full program of sports for males and females. This information is designed to give the students and parents a clear understanding of the rules and regulations regarding student’s athletic competition.
The athletes at Wolfe Middle School are students first and athletes second. A student who elects to participate in athletic activities must understand that schoolwork and academics come first. Beyond the classroom, these students have chosen to make a commitment to an athletic team. That decision involves self-discipline, sacrifice, and dedication, never losing sight of the fact that school activities should be fun and contribute to the physical, emotional, and social development of the athlete.

The middle school athletic program is designed to allow for individual differences in growth and ability, and each coach is looking for potential, hard work, and a good attitude. Attitude, skill, talent, time, and effort at practice will all contribute to the coach’s assessment of who starts and what substitutions should be made.

Student athletes at Center Line Public Schools are expected to demonstrate good sportsmanship in work, action, and attitude. Athletes are an extension of the curriculum designed to promote good health, strong bodies, teamwork, and a sense of school ownership, and camaraderie that students will remember the rest of their lives.

MIDDLE SCHOOL GOALS AND EXPECTATIONS: Grades 7 & 8

1. Explore and expand athletic interest and abilities.
2. Each member will participate in every contest providing the coach’s criteria for attitude, Attendance, and effort are met, and there is no risk or injury.
3. Practice and regular attendance is crucial to all development, and both parents and student-athletes must recognize the importance of consistent participation.
4. Academic success must be the student-athlete’s first priority. Students must adhere to the academic eligibility policy in order to participate.
5. Student-athlete must be in attendance at school for a FULL DAY in order to participate or compete.
6. Within all competition, winning is important, but never at the expense of rules, sportsmanship, health, and safety.
7. The coach’s criteria for attitude, attendance, and academic achievement at school, practice, and games can affect the student’s participation time.

CENTER LINE HIGH SCHOOL ATHLETICS

In Center Line Public Schools, athletic participation is not a right, but a privilege. A student may be removed from athletics for failure to meet the standards and requirements of the team, school, or district.

Board of Education policy states that students are forbidden to use any performance-enhancing substances including, but not limited to, those banned by 31.2.3 of the bylaws of the National Collegiate Athletic Association (NCAA) and those that may be listed by the Michigan Department of Community Health. Discipline for students who violate this policy could range from warnings, detentions and suspensions up to and including expulsion. For more information, contact the school’s athletic director.

To be eligible for athletic participation, a student must comply with the following rules:
1. **Enrollment:** Have been enrolled in a high school not later than the fourth Friday after Labor Day (first semester) or the fourth Friday of February (second semester). A student must be enrolled in and passing at least 20 credit hours (four classes) at the school for which he or she competes.

2. **Age:** Be under 19 years of age at the time of contest unless the nineteenth birthday occurs on or after September 1 of the current school year, in which case, the student is eligible for balance of that school year in all sports.

3. **Physical Examinations:** Have passed a current year physical examination. A record of this must be on file in school office. A physician’s statement for the current school year is interpreted as any physical examination given on or after April 15 of the previous school year.

4. **Semesters of Competition:** A student, once enrolled in ninth grade, pursuant to the MHSAA Handbook, Section 4, shall be allowed to compete in four first semesters and four second semesters. When two seasons leading to a state championship of the same sport are offered, an athlete may participate in only one.

5. **Semester of Enrollment:** Not have been enrolled for more than eight semesters in grades nine to twelve, inclusive. The seventh and eighth semesters must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day or the fourth Friday of February or participation in one or more athletic contests constitutes a semester of enrollment.

6. **Undergraduate Standing:** Not be a high school graduate.

7. **Previous Semester Record:** Have received at least 66% of full credit load (four classes) for work taken during previous semester of enrollment.

8. **Current Semester Record:** Academic eligibility checks of not less than five or more than ten weeks are required. A student not passing at least 66% of full credit load (four classes) when checked is ineligible for competition until the next check (but not less than the next Monday through Saturday).

9. **Transfers:** In general, a full and complete change of residence (as defined by the MHSAA Handbook, Section 9) by the athlete’s parent, guardian or other person with whom he/she has been living during the period of his/her last high school enrollment is required by the receiving district or service area of the school, in order for the athlete to be eligible during the first semester of attendance.

10. **Undue Influence:** The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student or the student’s parents or guardians as residents of the school district, shall cause the student to become ineligible for a minimum of one semester and a maximum of one year. Examples of undue influence would include, but not be limited to offers of, or acceptance of, financial aid to parents, guardians or student, reduced or eliminated tuition and/or fees, any special privileges not accorded to other students, whether athletes or not, transportation allowance, preference in job assignments, room, board or clothing.

11. **Awards:** Athletes MUST not have accepted any award or merchandise exceeding $25 in value for athletic performance. Athletes accepting membership, privileges, services, negotiable certificates of money are in violation.

12. **Amateur Status:** Not have accepted money, gifts, loans, merchandise, membership, privileges, services or other valuable consideration for participating in any form of athletics, sports or games, or for officiating interscholastic athletic contests, or signed a professional baseball contract. (Reinstatement will not be considered for one year). A student may be compensated for giving lessons as part of a youth camp or recreation program, but may not also be a camper or participant in the program.
13. **Limited Team Membership**: Not have participated in any outside competition in a sport during the season after the athlete has represented his/her school in that sport, except during the high school season in the individual sports, a member of the school team in that sport may participate in a maximum of two non-school meets or contests in that sport while not representing his or her school. Not have participated in a so-called all-star, charity, or exhibition contest during the school year. In addition, a member of a school’s interscholastic team may not participate in either a school or non-school 3-on-3 (or more) competition in that sport during the MHSAA season for that sport without loss of eligibility under this regulation.

14. **Attendance Required for Participation**: Center Line Public Schools requires that a student must be in attendance for four school hours the day of an athletic contest in order to participate.

**Game day transportation**: District transportation for athletes will only be provided to the event (with the exception of football, because of equipment). Parents/guardians will be responsible for their child’s transportation home.


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**STUDENT CONDUCT**

**EXPECTATIONS**

Well-disciplined students help make school an effective place of learning. School discipline is an integral and important part of training young people to be good citizens.

A good disciplinary policy has two elements:

- Clear expectations for good student behavior.
- Fair, consistent consequences when these expectations are not met.

Parental cooperation and support of the school are critical factors in maintaining effective discipline. Students are expected to be courteous and show respect for classmates and all adults. A student’s language and attitude must be respectful to all.

The district intends to keep its schools safe for students and staff. Students are reminded that it is their responsibility to report to a responsible adult any incident that they feel could be dangerous or threatening to themselves or others.

Students’ safety and welfare depend on their compliance with the following policies, which apply while students are in school, going to or from school or at any school activity on or off campus. (For example, policies apply to home and away athletic events, field trips, band or athletic camps.)

This section of the handbook addresses disciplinary procedures. Not every situation is covered here. However, students are expected to use reasonable judgment in avoiding all incidents that might be viewed as prohibited by school officials.

Disciplinary action can vary depending upon the situation. Consequences used at the secondary level to deal with rule infractions include, but are not limited to, detention, special work projects, suspension, expulsion or social probation. If a law has been broken, local law enforcement will be contacted. Once law enforcement officers are involved, their actions may include physical restraint or arrest, if necessary.
INCITING A FIGHT

1st offense - Meeting with parent
2nd offense - 1 day suspension
3rd offense - 3 day suspension
4th offense - Review Committee

FIGHTING / PHYSICAL AGRESSION

1st offense – 3 day suspension and the student will be issued a Center Line Public Safety citation
2nd offense – 5 day suspension and the student will be issued a Center Line Public Safety citation
3rd offense – 10 day suspension and the student will be issued a Center Line Public Safety citation

*Possible indefinite suspension depending on the severity
*Fighting offenses are cumulative for attendance in grades K-5, attendance in grades 6-8 and attendance in grades 9-12.

UNACCEPTABLE BEHAVIOR

The right to a public education carries with it a responsibility to know and observe school rules. These rules help minimize distractions which disrupt learning and help maintain a safe learning environment. Board of Education policies and, in some instances, state law establish behavioral expectations and outline consequences of behavioral infractions. All students have rights and privileges, but they are expected to act in a reasonable manner at all times, to and from school and during all school activities.

Behaviors which are distracting or disruptive to the learning environment, or cause property or physical damage, may lead to disciplinary action. Such behaviors include, but are not limited to the following:

1. Students must not damage books, supplies or furniture provided by the school, mark on furniture, walls, lockers, books, etc., litter or tamper with fire alarms or extinguishers. Students will be assessed repair and replacement costs for damaged or lost textbooks. A student who damages or destroys school property will be expected to pay for it. Other disciplinary action may be taken to ensure school facilities are appropriately maintained.
2. Per state law and Board Policy 5512 – Use of Tobacco by Students, smoking or the possession of tobacco in any form is forbidden to all students. This rule is in effect at school related activities, on school property and on school buses 24 hours a day, seven days a week. Additionally, adults are not permitted to use tobacco products at any time in any buildings owned or operated by Center Line Public Schools. A complete copy of Board Policy 5512 can be found at www.clps.org.
3. Possession or use of electronic cigarettes, hookah pens or other similar devices.
4. Gambling, participating in games of chance or skill for money or profit, and extortion are illegal and prohibited.
5. Name calling, intimidation, bullying, profanity, vulgarity, “hate” speech, use of abusive or derogatory comments or gestures or threats to do harm to staff or other students are prohibited.
6. Planning to fight, harassment, threatening of other students or fighting (which may include pushing, punching, wrestling or physical assaults) or otherwise assaulting another student or employee are prohibited.
7. Physical contact and public displays of affection, such as hugging, kissing, etc., are prohibited.
8. Student behavior should not offend or endanger others. Students should not run in halls, throw objects, make bomb threats or trigger false fire alarms. Possession or the use of matches, lighters, firecrackers, stink or smoke bombs, knives, metal finger armor, explosives or weapons is forbidden. Students also may not possess squirt guns, pea-shooters, or other disruptive or harmful objects.

9. Intoxicants, narcotics, depressants, stimulants, look-alike drugs or illegal substances are prohibited on school property. Any infraction will result in referral to parents and police.

10. Students are not permitted to operate or park motor vehicles, motorcycles and mopeds on school property without appropriate authorization.

11. Center Line Public Schools will not be responsible for theft, loss or damage to any valuables brought to school.

12. Students may not sell or buy any item from another student in school, except as authorized by the administrator or for sale by the student store.

13. Theft, forgery, cheating, and all forms of plagiarism are prohibited.

14. Students must not be in unauthorized areas.

15. Eating food outside of designated areas is forbidden. Glass containers are not permitted.

16. Pornographic and other inappropriate materials are prohibited.

17. Any use of electronic communications devices is prohibited during class time without permission of staff – this includes use of cell phones, text messaging and camera usage. High School students may use one ear bud during passing time and/or lunch or when approved by staff. **See Board Policy 5136 – Personal Communication Devices at www.clps.org.** At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

Teachers will:

- Speak with the student
- Contact parent
- Refer to an administrator
DUE PROCESS

Based on state, federal laws governing education, and Board Policy 5610.01, administrators of Center Line Public Schools are delegated the authority to temporarily separate or suspend a student from school. A complete copy of Board Policy 5610.01 – Permanent Expulsion, can be found at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

Complete details of all incidents and actions shall be logged, and the following procedures shall be followed:

1. A student shall be fully informed of the charges brought against him/her, including the rationale for the action and the conditions of time and termination.
2. As soon as possible, the parents shall be notified by telephone or personal contact if the student is to be suspended from school. Written notation of such contact shall be made in the student’s discipline file.
3. Verbal notification shall be followed by written communication to the parent or guardian. A copy of the letter shall be placed in the student’s discipline file.
4. Appeal procedures available to parents include the following:
   a. Parents may request a conference with the administrator. Such requests shall be made within the period of suspension. The administrator shall affirm, modify, or reverse the terms of the disciplinary action within two school days of the conference date.
   b. Within five school days from the administrator’s decision, the parent may appeal such a decision to the Superintendent of Schools or a designee. The Superintendent shall affirm, modify or reverse the decision of the administrator within three school days from hearing the appeal. The Superintendent’s decision is final.
   c. A recommendation for permanent expulsion by the Superintendent to the Board of Education may be appealed to the Board of Education.

DISCIPLINE

DISCIPLINARY ACTION

The first step in the disciplinary process is for the appropriate staff member to discuss the problem with the student. Parents are also informed of the problem.

DETENTION

A teacher or the administrator has the right to keep a student after school for disciplinary reasons or academic makeup work. A day’s notice is given in all cases of detention and a student may be held after school for a reasonable amount of time. When detention is assigned, it is the responsibility of the student and parent to arrange transportation home for the student.
SPECIAL WORK PROJECTS [HIGH SCHOOL]

Special work projects may be assigned for improper conduct as determined by the teacher or the administrator. Such projects are intended to reinforce the importance of proper student behavior.

SUSPENSION

School suspension will be administered by the administrator or a delegated assistant. Suspensions may vary from 1 to 10 days, depending on the severity or frequency of the violation.

When a suspension is necessary, parents or guardians shall be notified if the student is released from school before the end of the school day. Suspended students are not allowed on school district property or admitted to any school function during the course of the suspension.

Suspended students will be permitted to make up missed work following the Michigan Department Recommendations:

MDE SUSPENSIONS AND EXPULSIONS

The sections of the Revised School Code that address this issue are contained in the Michigan Compiled Laws under MCL 380.11a, 380.1309, 380.1310, 380.1311a, 380.1312, 388.1606 and 388.1707.

The Revised School Code provides each school board with the authority to establish a local discipline policy. Each local school board has the authority to make reasonable regulations relative to anything necessary for the proper establishment, maintenance and management of the schools in the district. Districts shall develop and implement a code of student conduct and enforce its provisions with regard to a pupil’s misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. Students guilty of gross misdemeanor or persistent disobedience may be suspended or expelled. A local or intermediate school district or a public school academy must develop and implement a code of student conduct and enforce the provisions of that code regarding misconduct [MCL 380.11a, 380.1311, 380.1312].

Due Process

Fairness dictates that students be given notice of the types of conduct which are prohibited and the potential consequences of the misconduct. A school’s rules and procedures for suspending or expelling a student are outlined in the handbook adopted by the local board of education.

Suspension – 10 Days or Less

For a suspension of 10 days or less, a student is entitled to minimal due process protections, including oral or written notice of the accusation(s), what disciplinary measures are being proposed, and an opportunity to respond. If feasible, the notice and hearing should precede the student’s removal from school. If the student’s presence poses a danger to persons or property or threatens to disrupt the academic process, prior notice and hearing may not be feasible. In this case, a hearing should follow the removal from school as soon as possible.
Suspension – More Than 10 Days and Expulsions
A more formal due process procedure is required when serious disciplinary measures are alleged against a student. The student shall be given reasonable time to prepare for the hearing. The person conducting the disciplinary hearing must be impartial. The board of education, a school administrator or disciplinary panel may conduct the hearing as long as they are truly impartial.

Students with Disabilities
Students with disabilities are afforded specific due process protection in cases of suspension or expulsion under state and federal law. For further information, contact your local or intermediate special education director or the Office of Special Education and Early Intervention Services at (517)373-0923 or toll free at (888)320-8384.

TYPES OF SUSPENSIONS AND EXPULSIONS
Michigan Law requires a school district to permanently expel a student who possesses a dangerous weapon, commits arson or criminal sexual conduct. Subsequent laws were enacted that allow a one-day snap suspension by a teacher for a student who creates a safety threat; requires school districts to suspend or expel a student for up to 180 school days who commits a physical assault against another student; requires that a student be suspended or expelled for a verbal assault or a bomb threat; and requires a student who commits a physical assault against a school employee or volunteer to be permanently expelled. The following information describes the law.

Weapons, Arson or Criminal Sexual Conduct Expulsion
School districts are required to permanently expel a student who possesses a dangerous weapon, commits arson, or criminal sexual conduct [MCL 380.1311]. Information on Expulsions Due to Weapons, Arson, and Criminal Sexual Conduct is available at www.michigan.gov/studentissues.

Teacher “Snap” Suspension
The Teacher “Snap” suspension for gross persistent misconduct would require minimal due process protection, including oral or written notice of accusation(s), explanation of evidence to support the charges, defined disciplinary measures, and an opportunity for the pupil to respond.

A teacher may suspend a student from the classroom for up to one day if the student creates a safety threat as defined by local policy. The policy shall be adopted as part of the school district’s code of student conduct and specify the types of behavior for which a student may be suspended. If a student is retained in the school, he or she must be under appropriate supervision. A parent-teacher conference shall follow the suspension as soon as possible and may include a school counselor, school psychologist, or school social worker. A student may return that school day to the classroom, subject, or activity for which he or she was suspended, with the concurrence of the teacher and the school principal [MCL 380.1309].

Verbal Assault and Bomb Threats
A student in grade 6 or above who commits verbal assault, as defined by school board policy, against an employee or volunteer of a school district or makes a bomb threat or similar threat at a school building, other school property, or a school-related event, shall be suspended or expelled for a period of time as determined by the school board or its designee. The school board policy should include the types of
behavior for which a student who commits verbal assault, or makes a bomb threat or similar threat, would be suspended or expelled. The term “verbal assault” would need to be defined by the school district’s local policy [MCL 380.1311a]. The United States District Court ruled that the verbal assault law unlawfully prohibits students’ speech that is protected by the First Amendment [Smith v Mount Pleasant Public Schools, E Dist Mich, 2003].

Physical Assault – Student To Student
A student in grade 6 or above who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its designee if the physical assault is reported to the school board, superintendent, or principal. The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1310].

Physical Assault – Student to Employee or Volunteer
A student in grade 6 or above who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement provided for in the law. Within 3 days of permanently expelling a student an official of the school district must refer the student to the appropriate county department of social services or county community mental health agency. Notification of this referral must be given by the school district official to the expelled student if he or she is at least 18 years of age or is an emancipated minor, or to the student’s parent or legal guardian.

PETITIONING FOR REINSTATEMENT

Although the law calls for the “permanent” expulsion of a student who commits a physical assault against an employee or a volunteer of a district, at school or on school grounds, subsection (5) provides a process for petitioning for reinstatement to school. It is the responsibility of the petitioning person (a parent, legal guardian, or the expelled student if he or she is at least 18 years of age or is an emancipated minor), to prepare and submit the petition for reinstatement. The school board is not required to assist in the preparation of the petition. If a petition form is requested by a person wishing to be reinstated, the school board must make the petition form available.

A parent, legal guardian, or the student (if he or she is at least 18 years of age or an emancipated minor) may initiate a petition any time after 150 school days following the date of expulsion. A student may be reinstated 180 school days following the date of expulsion. The local school board may include conditions in a petition for reinstatement. If the expelling school board denies a petition for reinstatement, the petitioner may petition another school board for reinstatement. The following timelines and procedures apply to reinstatement.

Committee Review and Recommendation
Within 10 school days after receiving a petition for reinstatement, the school board must appoint a committee comprised of two school board members, one school administrator, one teacher, and one parent of a student in the school district to review the petition and any supporting information submitted by the petitioner. During this time, the superintendent may prepare and submit information concerning the circumstances of the expulsion and any factors weighing in favor of or against reinstatement.
Not later than 10 school days after being appointed, the committee must review the petition and supporting information together with information provided by the school district and submit a recommendation to the school board. The committee may recommend unconditional reinstatement, conditional reinstatement, or against reinstatement. The recommendation must be accompanied by an explanation of the reasons for the recommendation. If the recommendation is for the conditional reinstatement, it must include any recommended conditions.

The committee’s recommendation must be based on all of the following factors:

- The extent to which reinstatement of the student would create a risk of harm to pupils or school personnel.
- The extent to which reinstatement would create a risk of school district or individual liability for the school board or school district personnel.
- The age and maturity of the individual.
- The student’s school record before the incident that caused the expulsion.
- The student’s attitude concerning the incident that caused the expulsion.
- The student’s behavior since the expulsion and the prospects for remediation.
- If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by, and that can be expected from, that person if the student is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

School Board Decision

After receiving the committee’s recommendation, the school board must make a decision no later than the next regularly-scheduled board meeting. The school board must decide either to reinstate the student, conditionally reinstate the student, or deny reinstatement.

Before conditionally reinstating the student, a school board may require a student and the parent or legal guardian to agree in writing to specific conditions. The conditions may include, but not limited to, the following:

- Agreement to a behavior contract which may involve the student, parent or legal guardian, and an outside agency;
- Participation in, or completion of an anger management program or other appropriate counseling;
- Periodic progress reviews; and
- Specified immediate consequences for failure to abide by a condition.

The law provides that the decision of the school board is final.

Alternative Education

A school district may provide an alternative education for a student who has been suspended or expelled. The Michigan Attorney General issued an opinion cited as 1985 OAG 6271 in which he stated that the board of education of a school district which, in accordance with due process requirements, suspends, for a lengthy period of time, or permanently expels, a non-handicapped student who is subject to the compulsory education requirements, is not mandated to provide an alternative education program for a student.

It is the responsibility of the parent or legal guardian to locate a suitable alternative education program and to enroll their child in a program during the expulsion. For further information regarding alternative
education programs available in your area, contact your local or intermediate school district or http://michigansafeschools.org.

A student who has been suspended or expelled from his or her resident district for any reason may attend a nonresident alternative education program without the resident district’s approval [MCL 388.1606(6)(h)]. In addition, a student who previously dropped out of school, is pregnant or is a parent, or has been referred to the program by the court may attend a nonresident alternative education program without the resident district’s approval.

**Alternative Placement – Student to Employee or Volunteer**

**Physical Assault Expulsion**

Unless the school district operates or participates in an alternative education program appropriate for a student expelled pursuant to section 380.1311a(2) and at the school district’s discretion admits the student to that program or a “strict discipline academy,” the student is expelled from all Michigan public schools. A student cannot be enrolled unless a petition for reinstatement has been granted [MCL 380.1311a(2)].

A program operated for expelled students must ensure that a student is physically separated at all times during the school day from the general pupil population. If the student is not placed in an alternative education program or a “strict discipline academy,” the school district may provide or arrange for the intermediate school district to provide to the student appropriate instructional services at home. Home bases services are designed to help students who are unable to attend school to keep up with their studies [MCL 388.1709].

If there is no available alternative education program through his or her resident district, an expelled student may enroll in an adult education program [MCL 388.1707(2)(b)(ii)]. The expelled student must be at least 16 years of age on September 1 of the school year. The reason of expulsion must be due to weapons, arson, criminal sexual assault or physical assault against an employee or a volunteer of the district.

The Michigan Compiled Laws are accessible on the Internet at http://michiganlegislature.org. This information is provided as a service of the Michigan Department of Education and is distributed with the understanding that the Department is not engaged in rendering legal advice. Those individuals desiring or requiring legal advice should seek the services of an attorney ~ December 2013.

**CITIZENSHIP**

Good citizenship is essential to the educational process. Citizenship marks may determine attendance at assemblies, dances, club meetings, athletic events and other activities. Students who receive poor citizenship marks may be excluded from special school events.

**SUBSTANCE ABUSE**

Being under the influence, use or possession of alcohol, illicit drugs, controlled substances, drug paraphernalia (i.e., pipes, cigarette wrapping paper, roach clips), or a substance which is represented as a drug or “look-alike drug” on school property by students is prohibited, per Center Line Board of Education Policy 5530 – Drug Prevention. **A complete copy of Board Policy 5530 can be found at**
At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

The prohibition of these substances and/or items includes during extracurricular or school-related activities that take place both at or away from school. Students who violate this policy will receive the following consequences:

- **First violation:** 5 to 10-day suspension. The building administrator may reduce the suspension if the student seeks help through the school’s substance abuse program or through an approved outside agency and satisfactorily follows the recommendations. Failure to complete the recommended program will result in the remainder of the suspension being imposed. A parent conference is required for re-admittance to school.
- **Second violation:** 10-day suspension (no reduction). A parent conference is necessary for re-admittance to school.
- **Third violation:** Immediate suspension pending further disposition. A recommendation for expulsion may be initiated through the Superintendent of Schools.

Note: Any student involved with the sale or distribution of illicit drugs, controlled substances, look-alike drugs and/or alcohol, or possession of an amount that would reasonably indicate sales will be automatically suspended. A recommendation for expulsion may be initiated and the local police may be involved.

**STUDENT SMOKING AND USE OF TOBACCO**

Smoking by students and adults is not allowed in school buildings, on school property or on school buses at any time (24 hours a day, 7 days a week) is not permitted per Center Line Public Schools Board Policies, 5512, 7434, 3215, and 4215. Complete copies of Board Policies 5512, 7434, 3215, and 4215 can be found at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

Smoking is defined as a student seen holding and/or puffing on a lighted cigarette, cigar or using chewing tobacco.

- **First offense:** After school detention. Parents will be contacted and informed of the offense and disciplinary action.
- **Second offense:** Suspension for one day is possible. Parents will receive formal notice of the parent conference which must be held before the student may re-enter school.
- **Third offense:** Suspension for two or more school days is possible. A parent conference must be held before the student may re-enter school.

**TRANSFER OF DISCIPLINARY RECORDS**

Michigan law requires school districts to record in the student’s permanent record (CA60) permanent expulsions for violations of Michigan statutes prohibiting possession of a dangerous weapon, arson or criminal sexual conduct (380.1311(3); Center Line Public Schools Board of Education Policy 5610.01. A complete copy of Board Policy 5610.01 – Permanent Expulsion, can be found at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.
The same is required for students permanently expelled for physical assault against an adult or verbal assault or bomb threat (MCL 380.1311a(3)). Discipline recorded in the CA60 will be transferred to any private or public school to which a student is transferring and in which he/she is enrolling. Other suspensions and expulsions are recorded in the student disciplinary record and are available to the next school if a student transfers/moves.

STUDENT GANGS

Gangs and gang-related activities are prohibited on, and to and from, any premises owned or used by the district and at any district-related function. Gangs and gang-related activities are also prohibited to the extent they are related to or interfere, or threaten to interfere, with school or other district-related functions, even when they occur off school premises (for example, on the Internet).

The term gang, as used in this policy, means a group of two or more persons whose purposes or activities include the commission of an illegal act(s) or a violation(s) of district policy, procedures or rules; or, the defense of its members against another gang or group of persons. District students are prohibited from engaging in gang or gang-related activities, which include the following:

- Dressing or grooming in a manner which, in the reasonable judgment of a district administrator, teacher or student, communicates membership in or affiliation with a gang;
- Communicating, verbally or non-verbally (e.g., gestures, handshakes, tagging, etc.) in a manner which, in the reasonable judgment of a district administrator, teacher or student, conveys membership or affiliation with a gang; or
- Committing an act(s) in furtherance of the interest of a gang or gang-related activity including, but not limited to: soliciting others for participation; membership or affiliation in any gang or gang-related activity; intimidating or threatening any person; or inciting any other person to use force, intimidation, or threats.

SEXUAL HARASSMENT POLICY AND PROCEDURE

Sexual harassment of students by other students or employees of the Center Line Public Schools is unlawful under both Michigan, Federal law, and Center Line Public Schools Board of Education Policy 5517 – Anti Harassment; and is contrary to the Board of Education’s commitment to provide a stable learning environment. A complete copy of Board Policy 5517 – Anti Harassment can be found at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

It is the Board’s policy that all contact between students, teachers, other employees, and others in the district be in keeping with respect for the individual student and be of a nature which does not make the student feel uncomfortable. Sexual harassment includes, but is not limited to, the following:

- Unwelcome sexual advances
- Subtle or overt pressure for sexual activity
- Engaging in improper physical contact, such as patting or pinching, etc.
- Making improper sexual comments, including sexually-oriented kidding, creating an intimidating, hostile or offensive environment
- The threat or suggestion that a student’s education and/or advancement depends upon whether or not the student submits to sexual demands or tolerates such improper behavior.
REPORTING CONCERNS

Students who have concerns about any conduct or physical contact by a person employed by the district, by any fellow students, or by any person, should immediately report this concern to the building Administrator, who should immediately report to the superintendent, per Center Line Public Schools Board of Education Policy 5517 – Anti Harassment. A complete copy of Board Policy 5517 can be found at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

Students should also discuss their concerns with parents and/or guardians. Students are encouraged to report any conduct that makes them feel uncomfortable, is bothersome or is contrary to a stable learning environment.

Any person who receives a complaint of conduct perceived to be sexual harassment should immediately report the concern to the building administrator and the Superintendent’s designee.

DANGEROUS WEAPON DEFINED

A dangerous weapon means a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapons as identified in Center Line Public Schools Board of Education Policy 5772 – Weapons. A complete copy of Board Policy 5772 can be found at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

A student who possesses a dangerous weapon on school property must be expelled unless he/she can establish one of the following in a clear and convincing manner:

- The object or instrument possessed by the student was not possessed for use as a weapon, or for delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the student.
- The student did not know or have reason to know that the object or instrument possessed by him or her constituted a dangerous weapon.
- The weapon was possessed by the student at the suggestion, direction, request or with the permission of the school or police authorities.

The Board of Education reserves the authority to permanently expel students.

REINSTATEMENT

Students permanently expelled for reasons covered in this policy may seek reinstatement. A Petition for Reinstatement must be completed in writing to the Board of Education through the Superintendent or designee. The final decision to reinstate is made by the Board.
- An individual who was in grade five or below at the time of expulsion and who has been expelled for possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 90 school days after the date of expulsion.
- An individual who was in grade five or below at the time of expulsion and who has been expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 10 school days after the date of expulsion.
- An individual who was in grade six or above at the time of expulsion shall not be reinstated before the expiration of 180 school days after the date of expulsion.


BULLYING

In order to maintain a positive school atmosphere that fosters learning, promotes a safe school environment and develops the self-worth and dignity of its students, Center Line Public Schools will not permit bullying behavior. Bullying in all of its forms and practices is absolutely prohibited. Appropriate disciplinary action will be taken against students who participate in bullying.

Bullying shall be defined as any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one (1) or more pupils either directly or indirectly by doing any of the following:

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

Bullying often occurs when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students.

A complete copy of Board Policy 5517.01-Bullying and Other Aggressive Behavior Toward Students can be found at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

HAZING

The Board of Education has approved policies prohibiting hazing by both students and employees of the Center Line Public Schools per Board of Education Policy 5516 – Student Hazing. A complete copy of Board Policy 5516 – Student Hazing, can be found at www.clps.org. At the bottom of the main page click on the Board Bylaws and Policies link, which automatically connects to the Center Line Public Schools Neola Table of Contents, which enables a search by section numbers.

Hazing is inherently hazardous and may place its victims at risk of physical or emotional harm. Consequently, hazing is absolutely prohibited. As defined, hazing is any action or the coercion of another, including the victim, to perform any act that endangers the physical safety of a student or employee, produces mental or physical discomfort, causes embarrassment or ridicule or degrades the
student or employee, regardless of that person’s willingness to take part. Appropriate disciplinary action will be taken against anyone who participates in hazing.

**NONDISCRIMINATION IN EDUCATION**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act, it is the policy of Center Line Public Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Assistant Superintendent of Human Resources at Center Line Public Schools, 11303 Greendale, Sterling Heights, MI 48312 or call 586-797-1000.

Grievance procedures for Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, Elliott-Larsen Civil Rights Act, Persons with Disabilities Civil Rights Act: Any person believing that the Center Line Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, (5) Title II of the Americans with Disability Act of 1990, the Elliott-Larsen Civil Rights Act, and the Persons With Disabilities Civil Rights Act may bring forward a complaint, which shall be referred to as a grievance to: Assistant Superintendent of Human Resources, Center Line Public Schools, 26400 Arsenal, Center Line, MI 48015, phone 586.510.2000.

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the building Administrator or the Assistant Superintendent of Human Resources, who shall in turn investigate the complaint and reply with an answer within five (5) business days. If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

**Step 1.** A written statement of the grievance signed by the complainant shall be submitted to the Assistant Superintendent of Human Resources within five (5) business days of receipt of answers to the informal complaint. The Assistant Superintendent shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2.** A complainant wishing to appeal the decision of the Assistant Superintendent of Human Resources may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Executive Director’s response. The Superintendent or the Superintendent’s designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting.

The Assistant Superintendent of Human Resources, on request, will provide the complainant with a copy of the district’s grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the office of the Assistant Superintendent of Human Resources.
DIRECTORY

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