Clio Elementary

Student Handbook 2023-2024

Inspire Imagination
Empower the Future
Achieve Personal Best

Grades K-3
10271 N. Clio Road
Clio, MI 48420

(810) 591-1871

TABLE OF CONTENTS

	Welcome Letter	4
I.	General Information	5-6
	A. District Mission/Vision	5
	B. Fire, Tornado, and Lockdown Drill Regulations	5
	C. Emergency Cards	6
	D. Child Custody	6
II.	Building/Lunch Regulations and Schedules	6-7
	A. Lunch and Breakfast Prices	6
	B. Daily Bell Schedule	6
	C. School Hours	6
	D. Arrival and Departure from School	6
	E. Who Must Report to the Office	6
	F. Leaving School Prior to Dismissal	6
	G. Disruption of Instructional Time	7
	H. Student Visitors	7
	I. Clio Partnership Elective Classes	7
III.	Attendance	8
	A. Attendance Philosophy	8
	B. Attendance Procedure	8
IV.	Health Services	9
	A. Health Screening and First Aid	9
	B. Head Lice	9
	C. School Injuries and Illness	9
	D. Medication	9
V.	Academic Information	10-13
	A. Field Trips	10
	B. Text Books	10
	C. Parent Teacher Communication	10
	D. Parent Conferences	10
	E. Student Report Cards	10
	F. Classroom Policies and Procedures	11
	G. Common Coat Areas	11
	H. Classroom Lockers	11
	I. Homework Policy	11
	J. School Telephones	11
	K. Library - Media Center	11
	L. Recess	12
	M. Physical Education	12
	N. Digital Recording	12
	O. Electronic Devices and Toys	12
	P. Student Records	12
	Q. Parent and Family Engagement Policy	13
VI.	Dress Code	13
	A. Rules for School Dress	13

VII. Student Code of Conduct 14-20
A. Introduction to Positive Behavior Intervention Supports (PBIS) 14
B. Teaching School Wide Expectations (Clio P.R.I.D.E Matrix) 15
C. Classroom Systems 16
D. School Wide Acknowledgement Systems 16-17
E. Office Discipline Referral Procedure 17
F. Parent Support 17
G. Bullying and Other Aggressive Behavior Towards Students 18
H. Reporting Procedure 18
I. Non-Retaliation/False Reports 18
J. Anti-Harassment 18-19
K. District Anti-Harassment Compliance Officers 19
L. Reporting Harassment 19-20
M. Due Process Rights 20
N. Search and Seizure 20

VIII. Clio Area Schools Transportation Policy 20-21
A. General Rules and Regulations 20
B. Discipline Action 21
C. 4:45 After School Bus / Activity Bus Information 21

IX. District and Building Notices 22
A. 24/7 Tobacco Free Zone 22
B. Drug Free Schools 22
C. Weapons Free School Zone 22
D. Equal Education Opportunity 22
E. Individuals with Disabilities 22

X. Appendix - Forms
A. A-1 Signature Form 24
B. A-2 AUP 25-26

Clio Elementary

10271 Clio Rd.
Clio, Michigan 48420

Telephone (810)591-1871
Fax (810) 591-8168

August 18, 2023

Dear Parents and Students,

On behalf of the staff of Clio Elementary, I would like to welcome you and your child to the 2023-2024 school year. Clio students are entering a new and exciting time in their lives and we welcome the opportunity to work with you as partners in their educational experience. The Clio teachers and staff are working hard to plan a thorough and rigorous educational experience for all of our students.

We want to work as a team, with parents, to create the best learning environment for our students. Continuous communication between home and school is imperative to the success of our educational program. As parents, we encourage you to be actively involved in your child's education by talking to your child about school, volunteering whenever possible, and participating in our Clio Boosters.

Please read over and discuss the pertinent contents of this handbook with your child. This handbook is designed to answer many of the most commonly asked questions by both students and parents. This handbook is not intended to be all encompassing. It is subject to revision as circumstances arise. If after reading the material you have additional questions, please feel free to contact the Clio Elementary office or your child's teacher.

We look forward to joining with each of you as we work to provide your child with the best possible education. We are sure that our students and parents will enjoy being part of this outstanding educational facility. If at any time you have any questions or concerns, please feel free to contact your child's teacher or me through our main number 591-1871.

Please review this handbook with your child, also PLEASE sign and return the last several pages to your child's teacher.

Sincerely,

James "Chip" McCallum

Clio Elementary Principal

I. GENERAL INFORMATION

A. District Mission and Vision

Mission: Supporting, inspiring, and engaging students to build a solid foundation for future success.

Vision: Inspire Imagination, Empower the Future, Achieve Personal Best

B. Fire, Tornado, and Lockdown Drill Regulations

Fire, tornado and lockdown drills are conducted at unannounced times during the school year. Fire escape routes and tornado safety areas are posted in classrooms. Each teacher will review fire, tornado and lockdown drill procedures with students. Everyone should be familiar with exit doors in all areas of the building and the safety areas for tornado and lockdown threats.

Tornado Watches/Warnings



A TORNADO WATCH means there is a chance of severe weather and everyone should be on the lookout.

A TORNADO WARNING means a tornado has been sighted nearby. Everyone should go to their designated emergency area when informed to do so. If a warning is received during the school day, students will NOT be sent home by bus until the warning is lifted. No student will be dismissed without being signed out in the office by a parent, or designated adult listed on the emergency card.

Emergency Safety Procedure

Should an incident occur that calls for securing the building and/or classrooms, to protect students and employees from a specific problem, teachers will be alerted to lock their classroom doors. Teachers will discuss safety procedures with their class. For the safety and protection of our students, the exterior doors are locked all day. If you are in the building, please follow staff instructions, remain calm, and remember that the safety of all our students is our number one goal.

Other Safety and Security Procedures

Students will enter and exit through the main entrance and drop off/pick up entrance at the beginning and end of the day.

Video Surveillance and Electronic Monitoring - Legible and visible signs are placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use

Emergency School Closing

Occasionally, school may be closed due to an emergency, most often caused by a snowstorm. Listen to the radio for emergency information. The following TV stations provide up to date information: 5, 12, and 25. Information will also be sent school wide via School Messenger and will be available on Facebook.

C. Emergency Cards

Parents are required to complete an **"emergency card"** at the beginning of each school year. This information keeps the school up to date with phone numbers and names of those to contact in case of illness or an emergency. The listed information also aids the office staff in determining who to contact in the event your child should become ill at school. Initial attempts will be made to contact parents. If unsuccessful, the emergency numbers will be called. For those parents who rely on daycare providers for before or after school care, please list the name of the daycare provider on the emergency card.

Please note: If a person's name is NOT listed on the "emergency" card, the office will NOT allow the student to leave with that person. Changes to the "emergency card" must be made in person or by written request of the legal guardian of the student.

D. Child Custody

Please provide any custody and/or guardianship documents to the school office to be kept on file.

II. BUILDING/LUNCH REGULATIONS AND SCHEDULE

A. Lunch and Breakfast Prices

Starting in the 2023-2024 school year all students will receive a free breakfast and lunch. Students who wish to purchase anything in addition to this will be charged accordingly. Parents will be notified with an automated call from the district if their student's account is -$5.00 or more.

B. Daily Bell Schedule K-3

8:50 AM First Bell - students proceed to their rooms
8:55 AM Second Bell - classes begin
3:40 PM Dismissal

C. School Hours

Regular Day: 8:55AM - 3:40PM
Half Day Schedule: 8:55 AM – 11:45 AM
Delayed Start Schedule: 10:55 AM-3:40PM--Lunch will be on a regular schedule.

D. Arrival and Departure From School

Students are discouraged from arriving at school before 8:45 AM, without making prior arrangements. **Doors will remain closed until 8:35 am. Students may not be dropped off before this time.** Students are to leave school premises immediately following the end of the school day unless they are involved in a scheduled activity or are staying with a teacher.

E. Who Must Report To The Office

All visitors to any Clio Area Schools buildings **MUST** report to the main office and sign in before entering any other part of the building. A visitor is anyone not employed at the building you are entering. Visitors will be issued a visitor badge that must be displayed at all times. Anyone without a visitor badge will be directed immediately to the office. When leaving the building, visitors must again report to the office, sign out, and return their visitor badge. This is for the safety of your children.

F. Leaving School Prior To Regular Dismissal

If early dismissal is required, students must be picked up by someone on the emergency card and signed out in the office.Teachers are instructed not to release a child unless told to do so by the office. When going home or to authorized appointments prior to the end of the school day, children must be checked out in the office by a parent or person designated on the emergency card. The person checking a child out will be asked to provide proper identification.

G. Disruption of Instructional Time

The administrative, secretarial, and maintenance staff make every effort not to interrupt instructional time. Parents are also asked to help us minimize interruptions in the classroom by always coming directly to the office with messages or materials for students.

H. Student Visitors

Students may NOT have visitors from another school attend their class without permission from the classroom teacher and the principal.

I. Clio Partnership Elective Classes

The Clio Partnership offers elective classes for ALL children in the Clio Area School District and children who come to Clio via Schools of Choice. Partnership courses may regularly occur during times when traditional K-12 classes are meeting. This has the potential to take children away from planned instruction. Parents/guardians will have to sign a hold harmless waiver to protect the District from the potential loss of learning due to traditional learning time constraints. They will also have to agree to provide transportation to and from any and all Partnership classes and/or activities.

III. ATTENDANCE

A. Attendance Philosophy

The Clio Board of Education, as an agency of the State of Michigan, is required to enforce regular attendance of students. The Board recognizes that regular attendance and promptness are marks of a good student and a good citizen. The Administration works closely with the Genesee County Prosecutor for severe attendance issues. **The school supports the District Goal**, **which states that all students will attend school at least 95% of the time**.

B. Attendance Procedure

All student absences must be verified. To verify a student's absence, a parent must send a note to the teacher upon return or phone the office to inform the school of the absence. Excused absences are limited to illness, funerals, recovery from an accident, or professional appointments.

School sponsored field trips and activities do not count as absences. Classes begin at 8:55 AM and students are expected to be in attendance at 8:50 AM. Students will be recorded as tardy if not in their room by 9:10 AM. Students that arrive after 9:10 AM and/or leave before 3:25 PM will be recorded absent for ½ day. Students that leave between 3:25 and 3:40 will be considered an early out which constitutes a tardy. On a half-day (11:40 dismissal), students will be marked absent if picked up before 11:25 AM On delayed start days, classes begin at 10:55 AM and students are expected to be in attendance at 10:55 AM. Students will be recorded as tardy if not in their room by 11:10 AM. Students that arrive after 11:10 AM and/or leave before 3:25 PM will be recorded absent for ½ day. 3:40 PM is our normal dismissal time.

Attendance Policy:

- Excessive “Tardy”, and/or absent marks may result in a parent/guardian notification letter.
- Chronic “Tardy” or absent marks will result in either a parent conference with an administrator and/or the Genesee County Truancy Officer.
- Six “Tardy” and/or “Early Out” attendance marks will be assessed one absence.

Perfect attendance is when a student does not have **ANY tardy or absent marks.

Vacations during actual school days are discouraged **and will be counted as unexcused absences.**

Student attendance will be monitored according to the following format:

Number of Absences	ACTION (Attendance from the previous school year may be included in the number of absences)
1-7	**Teacher Contact** Contact will be made with parents during the first seven days that a student is absent.
7	**LETTER #1: REGULAR MAIL NOTIFICATION** At seven (7) absences, the attendance representative will send a letter home.
10	**LETTER #2 REGULAR MAIL NOTIFICATION** At ten (10) absences, the attendance representative will send a second letter home. The counselor/At-Risk Liaison will initiate contact with the parents.
10 - 14	At ten (10) to fourteen (14) absences, students and parents may be required to meet with the Genesee County Attendance Liaison Officer to discuss attendance issues.
15	At fifteen (15) absences, parents will be informed that truancy/educational neglect charges may be filed with the Probate Court.

The administration will determine whether or not papers are filed with the court system.

IV. HEALTH SERVICES

A. Health Screening and First Aid

Vision and hearing screening is done during the school year. Technicians are certified by the State Health Department. Parents are notified by mail if a child does not pass the screening criteria.

First aid is available in the building for minor injuries. Each child receives an emergency medical card at the beginning of the year. Instructions placed by parents on the card are followed. Children should notify a teacher, playground supervisor, or the office personnel if they are injured at school.

B. Head Lice

The Clio Area School District has adopted a "Nit Free" policy. This means that should your child be found to have head lice, he/she will not be allowed to return to school until determined by examination in the school office that the child is "Nit Free". **A parent or guardian must accompany the student to school in order for the office personnel to determine that the head is nit free. If no nits are present** the child will then be allowed to return to school. Information about proper treatment is available in the school office and from our At-Risk Liaisons. Siblings will also be checked to determine if they have also been infected.

When two or more students from the same classroom have head lice the principal's office will send home a note indicating that situation. At that time parents are asked to please check their child's head daily for evidence of head lice. Checking everyone's head in a particular class for head lice will not be done due to mandates from the health department.

C. School Injuries and Illness

1. Report an injury or illness to the adult in charge of the class, lunch area, or playground. All injuries must be reported to a teacher or the office.
2. In case of illness, the parent will be called. If the parent cannot be reached, a person on the emergency card will be called.
3. If parents cannot be contacted, and it is deemed necessary by school authorities, the child will be transported to the hospital listed on the emergency card.

D. Medication

The Clio Area School Board of Education requires written authorization by a doctor **and** parent/guardian before a school employee can dispense any medicine during school hours. Only medication, in its original container, labeled with the date, the student's name, and exact dosage, along with a school medication form signed by the doctor, will be administered. Medication forms may be picked up in the school office. Medications are kept in the office, in a locked cabinet.

It is the **STUDENT'S** responsibility to report to the office and take their prescribed medication.

Parents should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering during school hours.

V. ACADEMIC INFORMATION

A. Field Trips

Field trips are academic activities that are held off school grounds. There may also be other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without written parental consent. Chaperones have the important job of being responsible for a group of students while on a field trip. **Siblings and other children not in the class will not be permitted to attend a field trip with any chaperone without written permission from the teacher and principal.**

B. Textbooks

The classroom teacher issues textbooks at the beginning of the school year. These books are LOANED to students. STUDENTS SHOULD NOT LOAN THEIR BOOKS TO OTHER STUDENTS! If a student loses a book, he/she should let his/her teacher know as soon as possible. If the book cannot be located, the student will be required to pay the cost, before another textbook will be issued. Books should be covered, protecting them from damage and wear. Pupils need to have their books for classroom use each day.

C. Parent Teacher Communication

Regular communication between parents and teachers is essential for the success of students. Parents have an opportunity to meet with teachers during the days set aside for the fall and spring Parent Conferences, however; communication is not meant to be limited to these twice yearly events. Parents are encouraged to contact the school to set up a conference whenever the need arises. The office number is 810-591-1871 or you can contact your child's teacher via email.

D. Parent Conferences

The Parent Teacher Conference is one effective way that the school uses to work with parents to help children achieve success. These conferences give you a chance to:

- Get to know your child's teacher or teachers
- Ask questions
- Learn about the school and curriculum
- Discuss your child's strengths and weaknesses
- Give teachers information that will help them understand your child
- Work with us in planning a successful year for your child

To get ready for a Parent Teacher conference, please consider the following:

- Make a list of things that will help the teacher better understand your child such as special health needs, outside interests, feelings about school, relationships with brothers and sisters.
- Make a list of things you would like to find out from the teacher such as services and programs offered, discipline policies, grading policy, daily schedules, homework policy, health and safety programs.

E. Student Report Cards

Report cards are distributed to students three times a year. Marking periods are divided into trimester sessions. Progress reports may be issued midway through each trimester for all students. Report cards are sent home with students one week after the end of the first and second trimesters and the last day of the school year.



F. Classroom Policies and Procedures

Teachers will inform students and parents of grading policies, classroom responsibilities, expectations, and procedures at the beginning of the year.

G. Personal Items and Clothing

Children should be reminded not to leave valuables in common areas. Coats and backpacks should be hung in the child's locker. All coats, hats, etc. must be labeled with your child's name.

H. Classroom Lockers

Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. School authorities may conduct periodic inspections.

I. Homework Policy

Homework is considered any work that must be finished outside the classroom.

Teacher Responsibility: To give clear instructions for homework completion, to collect daily work, to mark papers, and return graded work.

Student Responsibility: To complete and turn in homework assignments on time. Ask for make-up work *THE DAY FOLLOWING AN ABSENCE.* To ask questions during class and make sure the assignment is understood.

Parent Responsibility: To provide a quiet place and time for each child to complete homework assignments. Ask to see the homework before it is turned in and after it is checked and returned by the teacher.

Time Guidelines: Students may have homework on school nights and weekends. The amount of homework will vary upon the difficulty of the lesson being studied.

Class Work/Homework Procedures:

1. The lesson is presented in class.
2. The assignment is given in class.
3. There is frequent monitoring of student progress during class.
4. Student time on task will be given with teacher assistance, and then independently.
5. Assignment(s) taken home must be returned the following school day to be checked.

No late papers will be accepted without an appropriate excuse.
No work will be given ahead of time for vacations.

J. School Telephones

Students may use telephones, after receiving *TEACHER PERMISSION* and only to call regarding illness, behavior problems, or other emergencies.

K. Library - Media Center

All students have access to the school's multimedia collection. In the event a book is lost or damaged, the student will be asked to pay the replacement cost after a search period of one month. Students with lost or damaged materials will not be allowed to borrow books until the item is either returned or the replacement cost is paid. When materials have been lost and paid for and later found, the replacement charge will be refunded if the book is returned during the school year.

L. Recess

Recess is an important time for exercise, interaction, and relaxation. Parents should be aware of the weather forecast for each day. With this knowledge, children should be sent to school in outerwear suitable for weather conditions. If a student must remain inside for recess due to a health problem, a written excuse from either the parent or a doctor is needed. A parent note may be used for no more than **three (3)** consecutive days. If a child must remain inside longer than this; a doctor's note is required. Students properly excused to remain inside will be seated on a chair in the hall outside their classroom, seated in the lunchroom, or seated in the office. Students unable to remain seated and/or busy could be sent outside at the discretion of the principal or the staff member supervising the student.



M. Physical Education

Your child will be starting to participate in an elementary Physical Education Program immediately. In order to participate, students will need a pair of tennis shoes for PE days. It will be helpful if girls wear loose fitting slacks or bring shorts to wear under dresses.

Students will be expected to participate in all activities as long as there are no physical problems. If your student has a condition that is aggravated by strenuous physical activity, such as asthma, please write a note to the PE teacher. We may also require a doctor's note denoting specific restrictions concerning medical problems.

N. Digital Recording

Digital recording for monitoring purposes occurs on school grounds, in school buildings, including hallways and classrooms, and on school buses.

O. Electronic Devices and Toys

All electronic devices such as cellular phones, tablets, MP3 players, radios, headsets, smart watches that have the capability to text or call; or any other device that can make calls, record video or audio are prohibited.

Toys ARE NOT allowed in the building without proper authorization from the building principal. If a child does bring a toy/toys to school without authorization, it will be confiscated and put in a safe place until it can be picked up by a parent or given back to the student on the last day of school. The student is responsible to pick up any confiscated items on the last day of school. All items not picked up by the last day of school will be thrown away.

P. Student Records

The School District maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all such "directory information" upon written notification to the Board. For information about items included within the category of directory information and instructions on how to prohibit its release, please contact The Assistant Superintendent at 591-0500.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and enrolled in a postsecondary educational institution at any age. Confidential records included but may not be limited to test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Q. Parent and Family Engagement

The Clio Area Schools Parent and Family Engagement Policy is available for your review on the district website.

1. **We ask that our parents:**
    a. Support student events and performances
    b. Become part of the decision making committees dealing with school issues and problems, like School Improvement Teams and Boosters.
    c. Keep lines of communication open with the teacher by attending parent teacher conferences and reading newsletters sent from school and individual classrooms.
    d. Have high expectations for their child's learning and behavior at home and at school.
    e. Create a sense of responsibility in areas of attendance and homework and develop a homework schedule for their child to follow that they as the parent monitor.
    f. Avoid making homework a punishment.
    g. Praise and encourage their child.
    h. Read with their child.
    i. Communicate with their child.

VI. DRESS CODE

A. Rules For School Dress

Proper school dress promotes responsible behavior, cleanliness, neatness, and modesty.

Students will be permitted to determine their own dress and hair styles as long as they are:

1) Clean and represent good habits of health.
2) Reasonably modest.
3) Not hazardous in their school activities.
4) Not interfering with students being able to do their best work because of blocked vision or restricted movement.
5) Not a distraction to the point of interfering with teaching and/or the learning process.

The following guidelines regarding school clothing must be followed:

1. Shorts and skirts must be mid-thigh or longer.
2. Shoes are to be worn at all times.
3. Clothing with sayings or advertisements for alcohol, tobacco products, illegal drugs, racial or ethnic slurs, sexual innuendos, promotion of violence, and/or gang affiliation is not allowed.
4. The following items of clothing ARE NOT ALLOWED and ARE **NOT** TO BE WORN IN SCHOOL:



SHEER TOPS, BARE MIDRIFF BLOUSES, CUT OFF SHIRTS, CUT OFF JERSEY TOPS, CUT UP CLOTHING OR HAVING LARGE HOLES

5. Other items considered inappropriate by staff members will be referred to the office. Students will be asked to change inappropriate clothing or call home for different clothing. Disciplinary action will be taken for those students who repeatedly violate the dress code.

VII. STUDENT CODE OF CONDUCT

CLIO P.R.I.D.E

Positive Respectful Independent Dependable Engaged

A. Introduction To Positive Behavior Intervention Supports (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a framework for supporting a positive school climate and culture to support student learning. PBIS practices are research based and data driven. Here is a list of the things you will see as part of our PBIS program at our school.

1. Clear Expectations
We set clear expectations that are consistent in all areas of the school. When students know and understand what is expected of them, they are more likely to meet expectations.

2. Explicit Teaching of Expectations
We teach all of our students what **P**ositive, **R**espectful, **I**ndependent, **D**ependable, **E**ngaged learners look like in all areas of the building. We teach through lessons, modeling, practice and reinforcement.

3. Acknowledging when students meet expectations
When students meet expectations, we celebrate! We place our attention and energy on what students are doing right, rather than their mistakes. We use a variety of ways to positively reinforce student behavior.

4. Support for students who do not meet expectations
We view mistakes as learning opportunities. We use research based, proactive, and restorative solutions to working with student misbehavior.

5. Teaching of Prosocial skills
We believe in teaching the social skills necessary to succeed in school and life. When student needs are met socially and emotionally, they are better equipped to learn at high levels.

6. Home-School Partnership
Together, we are your child's support team. We believe in working with you to support your child's learning and behavior. Your partnership is critical to ensuring all students grow and learn at high levels. Communication between school and home is a vital part of our shared success. Your questions, concerns and ideas are welcome any time by contacting your child's teacher, the school counselor, the principal, or any member of our school team. We will be contacting you as well, to keep the lines of communication open and to work together for your child's success.

B. Teaching School Wide Expectations

Our school wide expectations for each area will be formally taught, practiced, and reinforced throughout the year.

Clio Elementary PRIDE Matrix

Clio Students' P.R.I.D.E.	Bathroom	Bus/Line	Cafeteria	Hallways and Common Areas	Play ground	Special Event, Assembly, Field Trip, Extra-Curricular	Classroom
Positive	I can: -Use soap and water in the sink. -Open and close the doors carefully. -Leave doors unlocked when finished.	I can: -Be a role model. -Wait away from the curb until my bus is ready to board.	I can: -Keep my hands to myself. -Use level 1 voice(shoulder partner).	I can: -Walk silently (quiet feet, level 0 voice). -Ask/use a hall pass.	I can: -Follow all the playground rules. -Share and take turns. -Play games by the rules.	I can: -Be a role model. -Use my manners. -Be helpful to my guest teacher.	
Respectful	I can: -Give each person privacy or alone time. -Flush the toilet.	I can: -Use a level 1 voice (shoulder partner). -Follow bus rules.	I can: -Use appropriate language. -Stay in place in line.	I can: -Keep hands off the walls.	I can: -Be mindful of the property of others. -Enter the building in a straight, silent line.	I can: -Keep my hands to myself. -Use appropriate level voice for the occasion. -Be polite to chaperones.	
Independent	I can: -Keep my feet only on the floor. -Flush only once.	I can: -Walk at all times. -Stay on the sidewalk. -Stay seated at all times. -Keep my hands to myself. -Follow bus rules.	I can: -Walk and keep my body calm. -Eat the food I chose. -Put my lunchbox in the basket.	I can: -Walk at all times. -Keep my hands to myself. -Stay in my line.	I can: -Follow directions the first time they are given. -Keep my body parts to myself. -Line up quickly with a level 0 voice (voices off).	I can: -Walk to designated areas. -Be patient while entering and exiting the event. -Follow the rules of the bus.	
Dependable	I can: -Use 1 or 2 squirts of soap and 1 or 2 paper towels. -Throw away paper towels in the waste can. -Turn off the water.	I can: -Keep my items in my backpack and zip them up. -Have all my items before I load or unload. -Take all items when you exit the bus.	I can: -Clean up my own space. -Eat only my lunch. -Take care of my belongings. -Keep my coat with me.	I can: -Leave space for others to get through. -Stay with my teacher. -Pay attention to where I am going (eyes facing forward).	I can: -Bring in what I take outside (balls, coats etc). -Use the playground equipment the correct way.	I can: -Stay with my group. -Be a "buddy" to my classmates. Treat my guest teacher like I would treat my classroom teacher.	
Engaged	I can: -Use a level 1 voice (shoulder partner). -Return to my class quickly.	I can: -Listen to and obey the bus driver. -Allow younger students to go first. -Use appropriate language.	I can: -Use manners (say please, thank you, excuse me).	I can: -Use a 0 voice (smile at friends and family members) -Walk on the right side of the hall.	I can: -Ask to join a group to play. -Invite someone who is alone to play with me. -Help someone if he/she falls down.	I can: -Be a good listener. -Clap appropriately. -Stay seated on my bottom. -Ask appropriate questions.	

C. Classroom Systems

Students spend the majority of their school day in the classroom where social and academic skills are needed to be successful. We believe in creating a positive learning environment through effective classroom systems and practices that increase student engagement, allowing all students to learn essential skills. A positive relationship between the classroom teacher, students, and parents, with open and frequent communication, is an essential part of our classroom systems.

Classroom Expectations In every classroom, rules are defined and posted for each of the school wide expectations (PRIDE). These expectations are explicitly taught and reinforced throughout the year. You will see these classroom documents sent home by the classroom teacher.	**Classroom Routines** All classrooms will have classroom routines and procedures explicitly identified for activities (e.g. entering the class, asking questions, sharpening pencils, using the restroom, dismissal, etc.) Routines and procedures will be taught and reinforced throughout the year.
Classroom Acknowledgement Systems Each classroom has a formal acknowledgement system, including specific feedback when expected behavior is displayed. This feedback is explicitly linked to Clio PRIDE.	**Classroom Continuum of Consequences** Our classrooms have a range of interventions for problem behavior that are documented and consistently delivered. These interventions emphasize proactive, instructive and/or restorative approaches to student behavior. Communication with parents early and frequently when problem behaviors arise is a vital piece to intervention.

D. School Wide Acknowledgement Systems

At Clio Elementary, we reinforce school wide expectations by acknowledging appropriate behavior and providing specific feedback to support positive behavior. When we shift our focus to reinforce what we want to see, we increase the likelihood that we will witness desired behaviors from students.

Mustang Money/PRIDE tickets

Clio staff in the classrooms and in unstructured settings will use Mustang Money/Pride Tickets to acknowledge students when they are observed showing PRIDE. When a staff member observes such behavior, they may give a student Mustang Money. The student who earned the Mustang Money will place the filled out portion in the bucket in his/her teacher's classroom. Each classroom will draw one winner from the tickets and the student will receive a predetermined prize from the teacher or from the office.

Mustang Money

The other end of the PRIDE ticket is Mustang Money. Students will keep the end of this ticket and they can redeem the money for a variety of prizes. The prizes will have specific values for students to "purchase" with the earned Mustang Money. Prizes may include (but are not limited to): Lunch with the Principal, Extra Recess, Extra Gym, Extra Computer Time (free choice), Read Aloud with Principal, etc.

Team Time
Students are divided up with approximately 15 students from K-3 in each group. Groups will meet monthly, headed up by one of the teachers or support staff, in a multi-aged group to get to know each other better, develop positive relationships between other adults and students in the building, and help create a more positive school culture where students are known and feel supported by everyone. The groups will remain constant throughout the students' years at Clio with incoming kindergarten students replacing outgoing 3rd graders. During Team Time we will grow and have fun as a whole school community!

E. <u>Office Discipline Referral Procedures</u>

We believe in making decisions based on data. We track behavior data to plan individual student support and create environments to support positive student behavior and safety. When a student demonstrates a "major" behavior, we respond as a team to fully support the student and others involved in an incident. This is a form used to track major behaviors and also to request additional support for the student through the support team, including parents. Consequences may be handed out as a result of a major behavior. At Clio we call these "red tickets". When a red ticket is issued to a student, the student must come to the office and speak with the principal. From there the principal will make a decision about how the offense is going to be handled. **Restorative practices will be utilized as appropriate. "Restorative practices emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct."**
MCL 380.1310c(3)(b)

F. <u>Parent Support</u>

When it comes to working as a team, parents are asked to:

1) Reinforce the rule regarding appropriate behavior while at school.
2) Support school personnel when your child is disciplined.
3) Seek out appropriate agencies, sometimes in cooperation with the school, to help correct inappropriate behavior.

The primary responsibility for student discipline rests with parents. The school is responsible for maintaining a safe and orderly environment that allows all students to learn. Parents need to emphasize the reason for rules and why they must be followed. Teachers are to provide an environment that supports and promotes good discipline in the classroom. The foundation for good discipline at home and school is RESPECT:

Respect for self
Respect for others
Respect for property

The rules and regulations students are expected to follow are outlined in the District Code of Conduct and Discipline Policy Handbook. This code was adopted by the Clio Board of Education and is available in the office and online. The offenses subject to disciplinary action includes
BUT ARE NOT LIMITED TO:
Alcohol possession, Arson, Leaving the school Premises without authorization, Continued Classroom Disruption, Disrespect, Distribution of Unauthorized Printed Material, Dress Code, Drugs, False Alarms, False Reports/Forgery, Fighting/Physical Attacks, Fireworks or Explosives, Gambling, Inciting Violence or Disobedience, Indecency in Behavior, Insubordination, Littering, Loitering, Obscenity in actions-verbal-or written, Shake Down and/or Strong Arm, Stealing, Technology Misuse, Tobacco possession, Truancy and Tardiness, Unauthorized Sales, Vandalism, and Weapons Possession.

G. Bullying and Other Aggressive Behavior Towards Students

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

H. Reporting Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent..

I. Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

J. Anti-Harassment

It is the policy of the Board of Education to maintain an education environment that is free from all forms of unlawful harassment, including sexual harassment.

Definitions

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Sexual Harassment"
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

K. <u>Anti-Harassment Compliance Officers</u>

Any questions concerning harassment, policies and procedures should be directed to our Intermediate School Principal Brian Trebilcock or Director of Special Services, Jennifer Reinfelder.

Mr. Brian Trebilcock
Principal
Clio Intermediate School
11218 N. Linden Road
Clio, MI 48420
Phone 810-591-1358

Mrs. Jennifer Reinfelder
Director of Student Services
Clio Area Schools
1 Mustang Drive
Clio, MI 48420
Phone 810-591-7487

L. <u>Reporting Harassment</u>

Any student who believes that he/she is a victim of harassment or has observed such actions taken by another student, staff member, or other person associated with the District, should promptly take the following steps:

A. If the alleged harasser is a student, staff member or other person associated with the District, other than the student's principal, the affected student should, as soon as possible, contact his/her principal.
B. If the alleged harasser is the student's principal, the affected student should, as soon as possible, contact the compliance officers.

The student may make contact by a written report, telephone call, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident.

Each report received by the principal or a compliance officer shall be investigated in a timely and confidential manner.

The Final Rule requires schools to investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations.

The Clio Area Schools' grievance process gives both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice, and an equal opportunity to submit and review evidence throughout the investigation;

The Clio Area School District shall send both parties a written determination regarding responsibility explaining how and why the decisionmaker reached conclusions; Effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment; Offer both parties an equal opportunity to appeal; Protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process; Document and keep records of all sexual harassment reports and investigations.

A copy of the Board of Education Policy and Guidelines on which this notice is based may be obtained in the office of the Superintendent of Schools or on the district's web site at www.clioschools.org

M. Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To ensure appropriate due process is provided, The Board established the following guidelines:

Students subject to short-term suspension

A student must be given notice of his/her suspension, the reasons, and the opportunity to respond to the charges, prior to the suspension.



Students subject to long-term suspension and expulsion

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons, and an opportunity to appear with a representative before the Board to answer any charges. The student and/or parent must also be provided with a brief description of the student's rights and of the hearing procedure. The hearing may be private, but the Board must act publicly.

N. Search and Seizure

Search of a student's and his/her possessions, including vehicles, lockers, desks, and other equipment in which to store materials, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

VII. CLIO AREA SCHOOLS TRANSPORTATION POLICY

A. General rules and regulations for safe conduct on Clio School buses - The school wants safe, efficient, transportation of all students in the District.

1. Respect the driver and follow all directions.
2. Be orderly, keep the bus clean.
3. Remain in your assigned seat.
4. Do not eat or drink on the bus.
5. Yelling, improper language, or gestures will not be tolerated.
6. Pushing, hitting, or fighting of any kind will not be tolerated.
7. Use or possession of tobacco, alcohol, or drugs is not allowed.
8. Always pass in front of the bus when crossing the road.
9. Do not put any part of your body out of the bus windows.
10. Objects or behavior causing injury or disruption are not permitted.
11. Animals are not allowed on the bus (without prior permission of the driver).
12. Students and parents are responsible for a child's vandalism.

ALL STUDENTS ARE ALLOWED A MAXIMUM OF TWO (2) ADDRESSES OR BUS STOPS.

ALL TELEPHONE REQUESTS FOR THE END OF THE DAY CHANGES FOR YOUR STUDENT MUST BE CALLED IN NO LATER THAN 2:00 P.M.

B. Disciplinary Action, which could result in suspension from the bus. If a student is suspended for an act of physical violence or harassment from the bus, the student will also be considered under the school policy and could receive a school suspension. The first bus discipline referral usually results in bus probation. Any referrals following the first may result in a bus or school suspension.

1. **First Violation**: The driver will give a verbal warning to the student telling him/her specifically what rule was violated and if any of the rules are violated again, the driver will contact the parent.

2. **Second Violation**: The driver will send a written letter to the parent. Ideally, the driver will reinforce the letter with a visit or a call. The letter will be given to the student upon exiting the bus. The letter will designate which rule or rules were violated and will instruct the parent to sign it and return it the next time the student boards the bus. If the letter is not signed or returned, the violation moves to the next level.

   At this point, the student will be considered to be on probation.

3. **Third and Subsequent Violations**: A written write-up from the driver to the administrator. The administrator can take a number of steps:

   Conference with the student. Contact with the parent. Conference with the student, administrator, parent, driver, and transportation supervisor. Require restitution for vandalism. Suspensions of 1, 3, 5, 10, or 20 days, the remainder of the semester, or the remainder of the year as determined by the administrator.

Some violations may result in an automatic suspension from both the bus and school. These include: arson; fighting or assault; use or possession of tobacco, alcohol, or other drugs; vandalism; use or possession of weapons or objects that can cause injury or disruption; and other unlawful acts.

C. 4:45 After School Bus / Activity Bus



As a service to parents, Clio Schools provides transportation home for children involved in after school activities such as After the Bell. The bus leaves the school at 4:45 pm. Bussing is a privilege, especially with regards to the activity bus. A student who misbehaves while riding the after school/activity bus will be issued a written write up for the first offense. A second offense will result in a **30 DAY suspension from the after schools/activity bus.** Any additional offense will result in **termination of riding privileges** on the after school/activity bus for the remainder of the school year. Please be sure to impress upon your child(ren) the importance of good bus behavior at all times, but especially on the activity bus.

IX. DISTRICT and BUILDING NOTICES

A. 24/7 TOBACCO FREE POLICY



Clio Area Schools is a totally tobacco-free school district. Signs have been posted and everyone is asked to respect the decision to make Clio School District property a totally tobacco free zone.

B. Drug Free Schools

The use of drugs is wrong and harmful. A quality education is not possible in an environment affected by drugs. Students involved in the possession, use, and/or distribution of controlled substances will be suspended from school and may be referred to the Board of Education for expulsion.

C. Weapons Free School Zone

The Board of Education prohibits visitors from possessing, storing, making or using a weapon in any setting that is under the control or supervision of the Board including, but not limited to property leased, owned, or contracted for by the Board.

The term weapon means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas powered guns, (whether loaded or unloaded), that will expel a BB, pellet, or paintball, knives, razors, clubs, electronic weapon, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

D. Equal Education Opportunity

The Board of Education declares it to be the policy of this District to provide an equal education opportunity for all students, regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background. Also, they will have an equal right to learn through the curriculum offered in the District.

E. Individuals with Disabilities

It is the policy of the Clio School District that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Any questions concerning Title IX of the Education Amendment of 1972, which prohibits discrimination on the basis of sex, and inquiries related to section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to the Clio Superintendent of Schools.

<u>Please read and return the following:</u> Handbook Signature Form and the Student to your child's teacher as soon as possible.

If you have any questions, please feel free to contact the school at 591-1871.

<u>PLEASE READ AND RETURN IMMEDIATELY!</u>

2023-2024 School Year

I have read the Clio Elementary Student/Parent Handbook and understand what is expected of both my child and me. Students not returning this signature form will still be held accountable and responsible for all handbook, school, and district policies and procedures.

_____

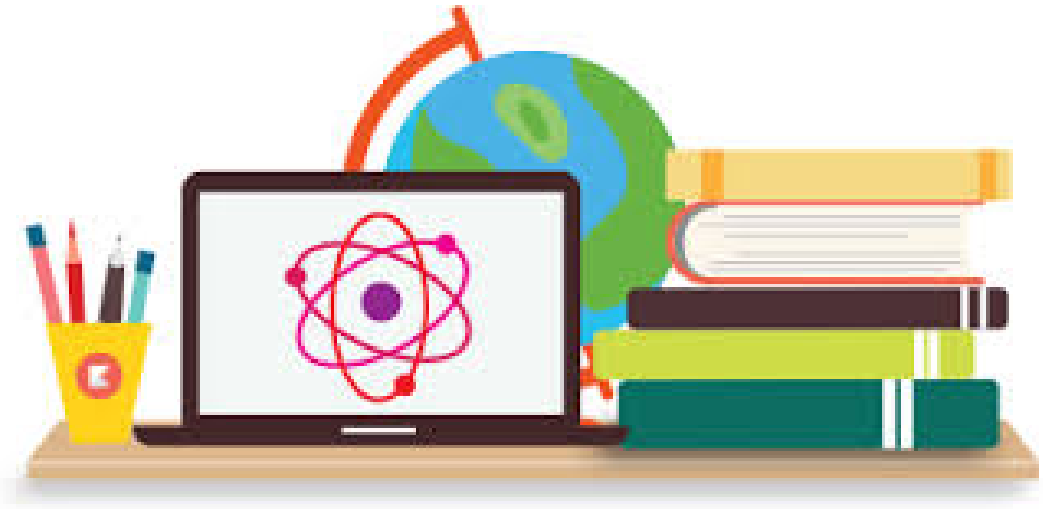
Teacher Name

_____

Student Name

_____

Parent or Guardian Signature *Date*



CLIO AREA SCHOOL DISTRICT
COMPUTER NETWORK ACCEPTABLE USE POLICY

It is the Clio Area School District's mission to provide educational opportunities for all our students to learn the skills needed for tomorrow's world. Using technology to communicate, collaborate and problem solve is a necessity in the fulfillment of our mission. District technology is designed to be used as a tool to facilitate learning consistent with legitimate educational and work-related purposes set forth by the Clio Board of Education. The use of these tools is a privilege, not a right, and should be used in a manner that conforms to the rules and regulations set forth by the Technology Department and Board of Education.

Only Clio Area School District students, its faculty, and staff, who agree to the terms of this policy, and after the school has received a signed Technology Acceptable Use Policy, may be granted access to the use of the District's technologies.

Users have no expectation of privacy as to information or activity on the district's electronic information technologies. The district retains the right to monitor all use, including but not limited to personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the district's electronic information technologies. In accordance with CIPA (Children's Internet Protection Act) and PA212, Clio Area Schools uses a subscription-based firewall service, and for Internet filtering, a filtering service that allows the district to filter out sites that we deem objectionable. Email filtering is also provided. Student Internet use and email use may be monitored by the district as needs arise.

The use of Clio Area Schools' technologies, including but not limited to, local area network (LAN), wide area network (WAN), Internet, stand-alone and networked computer systems, and telecommunication equipment, is governed by the following rules:

· No excessive use of District bandwidth is allowed, except those services for which adequate bandwidth resources are available.

· Use of e-mail, chat, instant messaging, and other forms of two-way electronic communications may be used for educational purposes.

· Network storage is limited to educational and work-related material. No non-District software of any kind is to be stored on any personal or shared network drives without prior consent of the Technology Department.

· Only hardware approved by the Technology Department may be attached to the District network and equipment. This includes, but is not limited to printers, scanners, digital cameras, laptops computers, Personal Digital Assistant devices, storage devices, telephones, etc., whether they be physically or wirelessly connected. Nor shall any district owned hardware or software be moved or relocated without permission from the Technology Department.

· Only software purchased by the Clio Area Schools may be stored or installed on district hardware. No software programs may be downloaded off the Internet, or installed from any other media, without the permission of the Technology Department.

· It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is also the user's responsibility to keep inappropriate material from entering the district's network, such as viruses, pornographic material, malware, etc.

· Users are to comply with all Board Policies, State and Federal laws, including copyright and trademark laws, and acceptable use licensing agreements, in using the District's technology. Please, return this form after reading and signing. This agreement is valid for as long as the student/staff is in the District and/or the life of this AUP.

Clio Area Schools is also committed to using its technology to share good news regarding student, team and group accomplishments and events throughout the community. To that end, the district and individual schools publish newsletters, photographs, videos, presentations, press releases, and other documents and materials, both in print and on the Internet. Students participating in events, meetings, athletics, performances, and classroom activities, as participants or spectators, may be photographed or filmed. Local media also publish student images and work provided by the district. If you do not want Clio Area Schools and/or the individual schools to disclose your child's work, image or likeness, you must notify the District using the OPT-OUT FORM available at the District Office and each individual school office. The form must be signed and returned to the main office of your children's respective school(s). An OPT-OUT FORM must be submitted annually for each child within the first two weeks of school every school year.

_____I have read this document and agree to follow the rules stated in the Clio Area School District Computer Network Acceptable Use Policy (AUP).

Student Signature _____ Date:_____

Parent/Guardian signature:_____ Date :_____