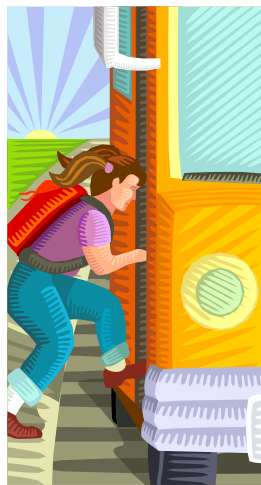




2011 – 2012

**ELEMENTARY HANDBOOK
for
Students and Parents
Grades K-5**



**“Your partner in preparing
for tomorrow.”**

Nancy A. Hipskind, Ph.D., Superintendent

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Charlotte, Michigan 48813
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Attendance Line: 541-5179

UPPER ELEMENTARY SCHOOL: 541-5770

Mrs. Kimberly Caudell, Principal
Mrs. Deanna Shoup, Administrative Assistant
1068 Carlisle
Attendance Line: 541-5779

For recorded information regarding school activities, closings and delays,
call: 541-5746.

Adopted by the Charlotte Public Schools Board of Education on June 13, 2011, for the
2011-2012 school year.

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INTRODUCTION

We are delighted that you have a child or children enrolled in a Charlotte elementary school. The information in this handbook is designed to provide answers to some of the questions that arise about the elementary experience. You will find helpful information about many of our policies, procedures, and programs. Please keep this handbook as a reference throughout the school year. Don't hesitate to call your school if the question or concern you have is not addressed in this handbook.

The staff and administration are here to make your child's experience a successful and enjoyable one.

SCHOOL HOURS

- School begins each day at 9:00 a.m.
- Lunch hour varies according to grade and school.
- School dismisses at 4:00 p.m. on Monday through Friday.
- On a fog delay day, school will begin at 11:00 a.m. and no breakfast is served.
- On a half-day the schedule for elementary is 9:00 a.m. to 12:30 p.m.

PARENT INFORMATION

Parents are welcome and encouraged to visit school. To volunteer or observe, prior notification is required. Visitors and volunteers must sign in at the office and receive a visitor or volunteer badge. ***Preschoolers and visiting students may not attend due to the potential disruption to normal school routines.***

Parents are also encouraged to contact the school with any concerns or commendations. Communication is the key to a strong partnership. Parents are encouraged to contact teachers at any time through the email system or by leaving a voice mail message.

With safety and security in mind, we have developed the following procedures:

- 1) You must sign your child out at the office when picking them up early from school.
- 2) If your child is late please have him/her stop at the office upon arrival.
- 3) You must sign in and out in the office if you are coming into the school to volunteer in a classroom and get a badge.
- 4) We ask that you follow the school's safety procedures for picking up and/ or dropping off your child at the school.

If it becomes necessary to get an important telephone message to your child, every effort should be made to contact the school prior to 2:45 p.m. so there is time to get the message delivered before dismissal time. Calling after 2:45 may result in the inability to change the regular schedule.

Parent-teacher conferences are scheduled in the fall and spring for the purpose of sharing information and planning together for your child's progress in school. Additional conferences may be scheduled as needed.

Conferences are critical to the success of each student. Cooperation and teamwork are often crucial and are extremely beneficial to a child's progress in school.

The elementary schools offer many avenues for involvement. Please join us for parent-teacher conferences, open house, carnivals, and any of the other activities available for your benefit and enjoyment.

LUNCH AND BREAKFAST INFORMATION

FREE AND REDUCED LUNCH/BREAKFAST

Information regarding free and/or reduced lunches is sent home at the beginning of each year. This information is also available throughout the school year in the school office and published in the local media.

BREAKFAST

Those students who are eligible for free or reduced priced lunches are also eligible for free or reduced priced breakfasts. Breakfast will be served every school day except fog delay days.

LUNCH

Charlotte Public Schools have a district-wide debit system for meals. All students have a food service account. These accounts are family accounts. This means that parents deposit meal money into the account and all students in that family draw from that account. When an account reaches \$0, your child will be served peanut butter and jelly. Parents can also request "no lunch" to their students account.

Payment to your family account can be sent in to school with your child, mailed to the Food Service Office at 378 State Street, or taken to the your school office.

You can write one check for all members of your family regardless of which building they attend. Please, always write your child's name and school on the envelope if you choose to send cash to school. Please do not mail cash.

If you have questions about the status of your child's food service account or about the program in general, please call the Food Service Office at 541-5140. For Internet access to your food service account, please call 541-5754.

A printed menu is made for each month of school. Students will be given a choice of two main entrée selections. A copy of the menu is given to all students in grades one through four.

LUNCHROOM BEHAVIOR

It is a goal of our schools to maintain a comfortable eating environment. Students are expected to:

- remain seated until dismissed
- clean up their own litter
- use "inside voices" while in the lunchroom
- use good manners

If students follow these simple rules, their time in our cafeteria will be enjoyable for all.

SCHOOL POLICIES & PROGRAMS

ATTENDANCE

The Michigan School Code states that it is the responsibility of the parent(s) to see that their children between the ages of six and sixteen be in regular attendance at school.

Good attendance is important in order for children to be successful in school. When a child is absent, he/she misses up to six hours of instruction each day. While provisions can be made to make up assignments, ***nothing can replace all the instruction and learning that takes place during the school day.*** Late arrivals and early dismissals greatly inhibit your child's learning. Procedures have been established to deal with patterns of attendance that interfere with a child's learning. This may be deemed as "truancy" and may involve outside agencies (such as the truancy officer and/or court system) to help the family and child correct this issue.

Absences other than those resulting from participation in school activities will be recorded on the student's permanent record. When children are absent, ***parents are required to telephone the school or send a note identifying the date of the absence and the reason.*** Each CPS building maintains a 24 hour attendance line for your convenience.

If a child arrives at school within one hour after the start of the day (AM or PM), he/she will be considered tardy. If a child is not here one hour after the start of the day (AM or

PM), he/she will be considered absent. If a child leaves school more than one hour before the official end of the school day, he/she is considered an early departure and will be marked absent. When children arrive at school late, they are required to check in at the office before reporting to their classroom.

Since school is only in session for 40 weeks a year, parents are urged to arrange family vacations during the scheduled school vacation periods.

It is important to inform the school if the child’s absence is going to be a long one or if the absence is due to a communicable disease such as measles, chicken pox, influenza, etc.

EQUAL RIGHTS PROVISIONS

Charlotte Public Schools offers all educational opportunities without regard to race, color, national origin, sex, limited English Proficiency or handicap.

The contact person for Title VI violations relating to race, color, or national origin is the Associate Superintendent for Operations at 541-5114.

The contact person for Title IX violations relating to gender is the Associate Superintendent of Curriculum at 541-5107.

The contact person for Section 504 violations relating to handicapped person(s) is the Director of Special Education, at 541-5130.

CODE OF CONDUCT

The Elementary Handbook for Students and Parents is the guide and defines specific behaviors expected in Charlotte Public Schools. To build consistency among all K-12 schools in the CPS district, more specific language is included for your information. School administrators reserve the right to use professional discretion in making decisions related to discipline. Students suspended are not allowed to attend any school sponsored events until they resume their attendance in school.

Offense	Consequences
Academic Dishonesty/Cheating: Students found to be guilty of “cheating” or plagiarism on assignments, quizzes, and/or tests	1st offense: Teacher contacts parent 2nd offense: Principal contacts parent 3rd offense: Counselor referral
Alcohol and Drugs: Possession, use or sale of alcohol or drugs is prohibited at all times. This includes all related paraphernalia (including rolling papers, such as “zig zags”, pipes, etc.)	Referral to police and 10 day suspension or expulsion
Arson: If a student intentionally commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5).	Referral to police, payment of damages, minimum 10 day suspension or expulsion; PA328 of 1994: MCL380.1311

Assault: Intentionally causing or attempting to cause physical harm through force or violence to another student, school employee, visitor or contractor. Premeditation will increase duration of suspension when a student intentionally causes or attempts to cause physical harm through force or violence toward others	1st offense: 3 day suspension, possible police referral 2nd offense: 5 day suspension, referral to police 3rd offense: 10 day suspension, possible long term suspension or expulsion and referral to police
Bullying/Harassment: Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. This may consist of inappropriate verbal, written, or physical conduct. The degree of offense shall be determined by the principal upon a full investigation.	1st offense: Teacher contacts parents/guardians of all involved 2nd offense: Principal contacts parents. 1 day suspension. 3rd offense: 1-3 day suspension, repeated offenses could result in longer suspensions
Computer Misuse: Circumventing security software, destruction of files (deletion, and modification), unauthorized access (network, network modems and computer stations), and physical destruction of computer equipment, disassembling of computer, peripherals or network cables (from any location).	Range of response: parent contact, loss of technology privileges, or suspension according to the degree of the offense
OFFENSE	CONSEQUENCE
Disorderly Conduct: Any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure; or interference with the functioning of school personnel or any student or group of students.	1st offense: 1 day suspension. 2nd offense: 3 day suspension and possible referral to police.
Disrespect to Staff: Rude, inappropriate and unwanted words or gestures directed at staff member.	1st offense: Teacher contacts parents/guardians, referral to principal, loss of school privileges 2nd offense: loss of school privileges, possible suspension 3rd offense: 1-3 day suspension
Disruption: The act of persistent disobedience in conduct complying with a reasonable request from authorized school personnel.	1st offense: teacher contacts parents/guardians 2nd offense: referral to principal 3rd offense: 1-3 day suspension
Dress for Success: Complete dress code policy found on page 19 of the Student/Parent Handbook	The school administration reserves the right to send students home if they come to school inappropriately attired.
Extortion: The act of obtaining money or property by blackmail, violence or threat of violence or forcing coercion on someone to do something against his/her will by force or threat of force.	1st offense: 1-3 day suspension, payment of damages, possible referral to police 2nd offense: 5 day suspension, payment of damages, referral to police
False alarms: Deliberate breaking of glass or triggering an alarm or removal and or discharge of fire extinguishers when there is no apparent need.	1st offense: 3 day suspension, payment of damages, referral to police 2nd offense: 5 day minimum suspension or expulsion, payment of damages, referral to police
Forgery: Fraudulent use of school related documents or equipment, including false phone calls to the attendance office, forging parent's signature.	1st offense: loss of privileges and principal contacts parent, 2nd offense: 1 day suspension 3rd offense: 3 day suspension, possible police referral
Gang Related Activity: Zero tolerance for any type of gang related activities, clothing, "flashing signs", graffiti, strong arm tactics, etc.	1st offense: 1-3 day minimum suspension, notify parent, refer to

	police
Habits or Bodily Conditions Detrimental to the School: Conditions under which the pupil persistently neglects personal hygiene to the point where it is disruptive to the educational process	1st offense: Notify the parent, student may be sent home until the condition is corrected 2nd offense: 1-3 day suspension
Harassment of Students: Harassment of students is prohibited and will not be tolerated. It is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being.	1st offense: Notify the parent and possible suspension. 2nd offense: 1 day suspension
Hazing by Students: Performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.	1st offense: Notify the parent- possible suspension. 2nd offense: 1-3 day suspension
Inappropriate Public Display of Affection: i.e. kissing, holding hands, etc. Students are expected to conduct themselves as ladies and gentlemen. Such is prohibited on school grounds or school related activities.	1st offense: Principal/designee contacts parent, loss of privileges 2nd offense: 1 day minimum suspension
Indecency: The act of offending against commonly recognized standards of propriety or good taste.	1st offense: Notify parent, loss of privileges, possible in school suspension 2nd offense: 1-3 day suspension
Insubordination: Defiance of authority, attitudes or behavior insulting or contemptuous. Non-compliance of a reasonable request from school personnel. This includes refusal to do assigned school work.	1st offense: Notify parent, in-school suspension, loss of school privileges 2nd offense: 1-10 day suspension or expulsion
Possession of Weapons/Firearms: The act of bringing a "dangerous weapon" on to school property will result in a student's expulsion	Expulsion – Refer to district Weapons-free Policy in Handbook
Profanity, Obscenity: The act of using obscene, vulgar, or profane language or gestures by pupils, in verbal, non-verbal or written form or in pictures or caricatures in or on any school property.	1st offense: Teacher contacts parent, 2nd offense: Referral to principal, loss of privileges 3rd offense: 1-3 day suspension
Pyrotechnics or Look Alike: The use and/or possession of any look alike explosive, smoke or odor producing device is prohibited in or on school property	1st offense: confiscation of item, referral to police, up to 10 day suspension or expulsion
Publications: Libel, obscenity, and personal attacks are prohibited in all publications. Unauthorized commercial solicitation will not be allowed on school property at any time. The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political organization is prohibited. All student published newspapers or the like will receive approval before finalization and distribution.	Referral to principal, suspension may occur
Sexual Harassment: For a complete description, refer to Elementary Handbook for Students and Parents	Referral to police, up to 10 day suspension or expulsion
Tardies: It is the responsibility of the parent of an elementary student to attend school regularly and on time in order for the student to achieve success. For a complete description, refer to the Elementary Handbook for Students and Parents	Range of Response will include contact to parent, parent to receive Letter of Concern, final recourse will be a referral to the Truancy Intervention Program
OFFENSE	CONSEQUENCES
Theft: The act of dishonestly acquiring the property of another or others.	Possible police referral, return of item or restitution, 1 day minimum

	suspension or expulsion
Threatening Weapons: Threatening to use any weapon or using an instrument capable of inflicting injury. This includes using hand gestures to mimic a weapon.	1st offense: Principal contacts parent, loss of privileges 2nd offense: 1-3 day suspension, 3rd offense: 3-10 day suspension, referral to police may occur
Tobacco: Possession of, use of, transferring, or sale of tobacco in any form is prohibited on school property or at any school sponsored event regardless of location	1st offense: Notify police, 1-3 day suspension 2nd offense: Notify police, 3-5 day suspension
Truancy: The act of un-authorized absence from school or classes for a period of time. Chronic tardiness can be considered truancy.	Referral to the Truancy Intervention Program (T.I.P.) Eaton Intermediate School District provides a program to avoid court involvement
Trespassing: The act of violating the school trespass rule or the refusal to leave the classroom or school when directed to do so.	1st offense: 1 day suspension 2nd offense: 3 day suspension
Unauthorized Leaving of School Property: Students may not leave school grounds without authorization	Notify parent, contact police, and possible suspension
Vandalism: The act of willful or ignorant destruction of school property or property belonging to others. Restitution is required. Expulsion in extreme cases.	Range of Response: community service, restore property, notify police, 10 days of suspension or expulsion
Verbal Assault: Making a bomb threat or similar threat directed against a school building, school property or a school related event; or making a verbal threat of serious bodily injury directed at a student, staff member or volunteer.	Referral to police, 10 day suspension pending Board hearing for expulsion

GRADING

ELEMENTARY PROGRESS REPORT

The Elementary Progress Report is based on the following concepts:

- Our grading is to inform students and parents about learning and growth.
- Our grading needs to be consistent across the district.
- Life skills and academic standards are both important and need to be graded separately.

The Progress Report uses a 1-4 numeric grading scale that allow the teacher to show your child's progress toward achievement at the end of year grade level expectations. This numeric scale shows both learning and growth. Here is the marking system:

Grade Mark Legend

- **4** Above End of Year Grade Level Expectations
- **3** At End of Year Grade Level Expectations
- **2** Approaching End of Year Grade Level Expectations
- **1** Below End of Year Grade Level Expectations

Typically, a student will receive a “2” at the end of first semester, indicating that he or she is approaching mastery of the content. A score of “2” at first semester indicates your child would be progressing as expected, and a “3” at the end of the year would show that your child has achieved the end of year grade level expectation.

For Life Skills we use this marking system on the Progress Report:

Grade Mark Legend

- “+” indicates a student demonstrates a Life Skill independently and consistently.
- “#” indicates a student usually demonstrates a Life Skill.
- “-“ indicates a student inconsistently demonstrates a Life Skill.

FIELD TRIPS

Field trips are intended to enhance the learning experiences of the elementary curriculum. All student trips are on school-owned vehicles. Private transportation is not used.

Preschoolers are not allowed to accompany their parents on field trips due to safety and liability concerns.

Parents will be notified of any trips occurring within the school district and pre-trip information will be provided. For trips outside the district boundaries, a permission slip from parents will be necessary.

GUIDANCE STAFF

Each elementary school has a part-time guidance counselor to support students, staff, and families with social, emotional, and academic concerns. This is accomplished through the delivery of classroom lessons, small educational support groups and individual counseling or consultation with students, staff, or parents. Elementary guidance counselors participate with the Student Intervention Teams in each building to plan for student success. Parents, teacher, administrators, and students may request a meeting with a guidance staff member in their elementary building by contacting the school office.

ILLNESS AND INJURY

Please send your child to school healthy. These rules are mainly to help you with your decision about sending your child to school. There are three reasons for keeping your child home:

1. To get well
2. To prevent from giving germs to others
3. To keep other germs away while in susceptible condition

Should your child be absent due to an infectious illness, please let us know so we can inform other parents and the Health Department as appropriate. If illness* occurs during the day, or an accident, the parents will be called. If we are unable to reach you, the person designated on the emergency card will be contacted to come pick up your child. Until that time, we will provide a safe and quiet place for him/her to rest.

*Illness is defined as watery, matted eyes; excessive, rattling cough; excessive, green, runny nose; diarrhea; fever over 100.0; vomiting; rash; and/or other communicable disease (strep throat, conjunctivitis, impetigo, chicken pox, scabies, etc).

When making the decision in returning your child after being ill, we recommend you wait until the fever has subsided for at least 24 hours, has been on an antibiotic for at least 24 hrs, or if your physician gives written approval.

First aid for minor cuts and bruises will be attended to at school. Parents will be called when other injuries and bruises occur, continuing symptoms and high temperatures, severe illnesses, and all head injuries. **Therefore, it is critical that parents keep home, work, and emergency phone numbers up to date in the school office.**

Please keep the office informed as the health status of your child changes. Should injuries or illnesses occur at home, please contact the school and deliver any written directions to the office.

Please refer to the Medication Policy contained in this handbook.

LIBRARY BOOKS

The Charlotte Elementary Schools encourage students to check out books from the Media Center on a regular basis. All books are school property and students are expected to treat all media center material with respect and care. Any student with materials that are overdue will lose borrowing privileges until materials are returned. Students will be held accountable for any loss or damage.

At the end of the school year a date will be established when all books must be returned. Any lost books must be paid for.

Please help us keep our libraries filled with well cared for books. Each one represents a possible treasure for some young student.

WEATHER CONDITIONS for outside activity

Outside activity will take place when wind chills are 5 degrees above zero or warmer. Coats are required outside unless the outside temperature is 55 degrees or above.

SAFETY INSPECTIONS (Lockers, . . .)

Students and parents are reminded that student lockers, desks, and other containers or storage areas assigned for students' use, remain the property of the District and within the control and supervision of District personnel and officials. Lockers, desks, and other containers or storage areas assigned to students, are subject to inspection by school personnel or authorities at various times without the prior consent of the student, and the student should not expect privacy regarding items placed therein.

MEDICATION POLICY

Any student who takes medication during school hours will comply with school regulations. Medications are defined as any prescription and non-prescription medication taken by mouth, suppository, inhaler, injection, applied as drops to ears, eyes or nose, or applied to the skin.

School procedures for prescription medications are as follows:

1. The Medication Request and Authorization (Form 5330 F1) for prescription medication must be signed by the student's physician and filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container. The original pharmaceutical container may be considered the prescription.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or designee.
4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location. Students may carry asthmatic inhalers if: a) the student has written approval from a physician or other health care provider; and 2) the principal or other chief administrator of the student's school has received a copy of the written approval on Form 5330 F1b.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

9. A written note from the doctor is required should the child
- a) be required to stay indoors during outdoor activity for 3 days or more OR
 - b) have restrictions to participate in physical education class.

School regulations for non-prescription (over the counter) medications are as follows:

All of the above guidelines will apply except that a physician's written instructions will not be needed. However, parental written instructions will be required.

If a student needs to self-administer medication, the parent-guardian must complete and sign Form 5330 F1a and submit it to the school office.

All non-prescription medications must be in their original package/ container.

If you have questions regarding the above procedures, please call the school office or administration building.

PETS

Pets may not be brought to school unless approved by the principal and teacher. When pets are brought to school, an adult should bring them in and take them home in a secured manner. Pets are not to be on the playground, in the lunchroom, or kitchen area.

RIGHT TO OBJECT TO RELEASE OF INFORMATION

Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Charlotte Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information".

- A. A student's name;
- B. Participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- C. Honor rolls; and
- D. Scholarships.

Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information which it has

designated as directory information. Upon such objections, this information will not be released without the prior consent of the parent or eligible students.

You have 2 weeks from the receipt of this notice to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information.

Your objections should be addressed to:

Human Resources
Charlotte Public Schools
378 State Street
Charlotte, Michigan 48813

SCHOOL PARTIES

Several school-wide parties are permitted throughout the school year (dates and times for each to be determined).

Student surprise parties are not permitted.

Each teacher will determine a classroom practice for healthy birthday treats. Please contact your child's teacher if planning a treat.

School sponsored events will have food available that has been prepared by the public. The school district does not guarantee that food either prepared by or purchased by the public will always be safe for consumption. Event participants are advised that the school will not be responsible for injury or loss due to food illness from food products

STUDENT ACCIDENT INSURANCE

Student safety is a high priority at Charlotte Public Schools. Parents are also concerned about the safety and well-being of their child throughout the school experience. It is important that you understand that adequate health and accident insurance be in place in order to protect against any unforeseen health or accident claims which may arise. It is the responsibility of the parent to purchase and maintain such coverage for their child. The school district does not purchase insurance coverage for this purpose and does not reimburse or pay for medical bills of students who sustain injuries while participating in school activities.

If, after reviewing your health insurance coverage, you find that you should have supplemental insurance coverage for accidents or injuries, you should contact your local Charlotte insurance agent.

MiChild is a health insurance program for uninsured children of Michigan's working families. MiChild services are provided by many HMOs and other health care plans throughout Michigan. Information on the Michigan Department of Community Health Program, MiChild, is available by calling 1-888-988-6300 or through the school office.

STUDENT RECORDS

Consistent with the Family Rights and Privacy Act of 1974, student (CA-60) records are available for examination by parents/guardians in the presence of a school official. Parents and guardians also have the right to challenge the content of a student's records on grounds that information is inaccurate, misleading, or otherwise inappropriate. Such appeals will be reviewed by the Associate Superintendent for Curriculum. Parents/guardians who examine the records and would like a copy may obtain one for a nominal fee.

TECHNOLOGY USE

Charlotte Public Schools District Policy and Guidelines regarding the use of technology and the Internet must be followed at all times. They include the Charlotte Public Schools Policy for Electronic Information Access & Use for Educational Purposes which can be obtained from the Office of Media & Technology Services or on-line at: <http://charlottenet.org> and the following Student Lab/ Classroom Computers/ Internet Use Policy located on page 13 of this handbook.

Charlotte Public Schools recognizes its obligation to adhere to the provisions of copyright laws in the area of micro-computing software. Under no circumstances shall illegal copies of copyrighted software be made or used on school equipment. Only software owned by Charlotte Public Schools may be used on school district computers.

Web Page Publishing Guidelines

Charlotte Public Schools supports and encourages its teaching staff and administration to use the Charlotte Public School Web page (www.charlottenet.org) to publish information consistent with the school's purpose that reflects well on the District. On occasion it may contain student work, included but not limited to: projects, materials, artwork, and assignments (which might include a student's picture), identified using only a student's first name. *(For a copy of the complete policy, please contact the building Media Center or visit the district web site at www.charlottenet.org)*

Parents not wishing to authorize posting of a student's work or information should contact the school office and request a **Permission Denied to Publish Student Materials and/or Information** form.

**CHARLOTTE PUBLIC SCHOOLS
K-4 STUDENT
LAB/CLASSROOM
COMPUTERS/INTERNET USE POLICY**

The goal of using computers, the Internet, and/ or any type of equipment, is to locate information for educational purposes.

I WILL:

1. Always follow my teacher's directions for using computers, equipment, and the Internet.
2. Not use the Internet unless I have my teacher's permission.
3. Use computers and equipment with respect.
4. Follow the rules about using the Internet.
5. Ask for help when I need it.
6. Not give out my name, address, or phone number on the Internet.
7. Tell my teacher if the computer or equipment isn't working.
8. Not copy or use someone else's files or software.

A full version of the District's Policy for Electronic Information Access and Use for Educational Purposes can be located at: www.charlottenet.org/technology.htm .

Adopted by the District Technology Committee March 18, 2003

TEXTBOOKS

Textbooks and workbooks are supplied by the school district without a service fee to the parents. Children are held responsible for the proper care of textbooks and will be assessed a fine for lost or damaged books.

SAFETY, TORNADO AND FIRE PROCEDURES

To avoid confusion and provide for maximum safety, the Charlotte Public Schools will follow the procedures described below when weather conditions indicate special attention. Please make an effort to comply with these procedures as minimum interruption of the school program is desired.

- When the District is notified by the Sheriff or Police Departments that a TORNADO **WATCH** is in effect, all buildings will be notified. School will NOT be dismissed, except at normal dismissal times.

- When a TORNADO **WARNING** is in effect, students will NOT be dismissed from school. Dismissal time may be delayed, as may bus departure times. Parents are discouraged from signing out your child during a Tornado Warning to preserve the safety of all.
- Fire drills, safety drills, and tornado drills are periodically held.
- The Board discourages phone calls to school during these times in order to keep phone lines open for emergency use.

TOYS/PERSONAL POSSESSIONS

The school strongly discourages students from bringing toys and personal items to school. The exception to this request would be for the child's "Show and Tell" time.

When a child brings personal items to school, the school will not be responsible or liable when items are lost, stolen, traded (i.e. trading cards), damaged, or broken.

Electronic toys, listening devices such as CD players, Walkman, or MP3 players are not allowed at any time. Should a student bring these to school for use on the bus or in the Child Care Program, it must remain in their book bag or locker during school hours.

Items brought to school, which are used inappropriately, will be taken from the student and returned to his/her parent/guardian.

Cell phones are not permitted in school, but, if determined by parents that these are needed before and after school; during the school day – cell phones are to be kept in backpacks and in lockers turned off at all times.

SCHOOL VOLUNTEERS

Charlotte Public Schools has a practice of screening all volunteers who are working directly with students. Upon requesting to volunteer, the Background Check can take up to 7-10 business days for approval. Final decision for approval of volunteers is at the discretion of the school district. Please contact the building principal for further information on volunteering policies.

STUDENT EXPECTATIONS RULES AND BEHAVIOR

Rules of the elementary program are designed to enrich the educational, emotional, and physical welfare of all students. Each elementary building has developed a learning environment based on respect, responsibility and citizenship. Children are taught those and other social skills within the daily learning environment.

It is the philosophy of Charlotte Public Schools that children have control over the choices they make and must be held responsible for those choices. When unacceptable choices are made, students will be asked to evaluate their behavior, identify acceptable alternatives, and create a plan to guide them in the future.

Parents are not notified each time an infraction of the rules occurs unless it is of a serious nature or a repetitive occurrence. Parents will be called for assistance when students are not cooperative. It is crucial to success that parents and educators work together to solve mutual concerns.

At all times students are expected to:

- follow school rules and directions by adults
- demonstrate respect to fellow students and adults
- resolve conflicts peacefully
- respect school and personal property
- use proper language
- stay within school boundaries
- use playground equipment as directed

Violation of school rules that are of a serious nature or repetitive infractions may result in an out-of-school suspension for a specified period of time or, depending on the severity of the situation, may result in school expulsion. Some examples of serious violations of school rules are:

- arson
- vandalism
- extortion, assault, fighting, intimidation (including harassment, sexual harassment, threatening comments, bullying, etc)
- use of foul language
- possession or use of weapons
- setting false fire alarms
- possession of fireworks
- disorderly conduct and/or obscene behavior
- conduct endangering others
- defiance of authority
- possession, use, sale, or distribution of alcohol, drugs, tobacco products or other controlled substances including items that are look-alike controlled substances
- persistent disregard of school rules
- possession of obscene material

This is not an all inclusive list.

BULLYING OR SEXUAL HARASSMENT OF AND BY STUDENTS

All students have a right to be educated in an environment free from bullying or sexual harassment. This may consist of inappropriate verbal, written, or physical conduct. Students, who feel they may be victims of such harassment by other students or school employees, or have knowledge of others' harassment, should immediately share their concerns with any teacher, counselor, administrator or the Office of Curriculum. All such complaints will be forwarded to the building principal and/or the Associate Superintendent for Curriculum.

Upon receipt of an allegation of bullying or sexual harassment, the principal will designate an investigator who will initiate an investigation into the complaint and promptly resolve the issue. The investigator will communicate his or her findings to the complainant and the alleged harasser as expeditiously as possible. Appropriate disciplinary action, if warranted, will be taken. Please refer to the ***Elementary Code of Conduct***.

DRESS FOR SUCCESS

The appearance of any student is primarily the responsibility of that individual and his/her parents. The school has a responsibility to establish dress standards that promote a positive and proper learning environment. Therefore, students are not permitted to wear clothes or shoes that are distracting or cause classroom disruptions, contain questionable slogans, display profanity, are sexually suggestive, promote the use of controlled substances (such as alcohol and tobacco), or promote gang activity. Chains, other than necklaces, are not to be worn. Hats or hoods are not to be worn inside the school building.

Students are allowed to wear shorts, but they must be of appropriate length. A guideline is that the bottom of the shorts should be of middle finger length with arms extended downward at the side.

Shirts or blouses must cover the stomach area and provide coverage with an appropriate neckline. Spaghetti straps and tank shirts are not permissible.

Excessively baggy or intentionally torn shirts or pants are not considered appropriate dress for school. Excessively tight or suggestive articles should not be worn.

The school administration reserves the right to send students home if they come to school inappropriately attired.

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 better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension.

B. Students subject to long-term suspension:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer charges.

INTERROGATION OF STUDENTS

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with Law Enforcement and public children services agencies. When Law Enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. The building administrator will then contact the parent or guardian about this request.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property in accordance with Board Policy.

SMOKE FREE SCHOOL ZONE

The use of tobacco will not be allowed under any circumstances, at any time on Charlotte Public School property or school owned vehicles, or at school-sponsored activities. Smoking on school property is a violation of State law and is punishable by fine.

SUBSTANCE ABUSE

Charlotte Elementary Schools educate students through the curriculum of Michigan Health Model, the D.A.R.E. (Drug Awareness and Resistance Education) Program, and the Just Say No Program that illicit drugs and alcohol are harmful to the development of youth. We support and instill education that teaches a healthy life-

style and the development of good decision making skills. Therefore, the use of and/or possession of illicit drugs and alcohol will not be permitted on school property or at school functions.

WEAPON FREE SCHOOL ZONE

In order to ensure a safe, orderly environment for quality learning to occur, the Michigan Legislature enacted Public Act 328 which requires each Board of Education throughout the State to expel any student for 90 school days who possesses a dangerous weapon or who commits arson or rape in a school building or on school ground. A “dangerous weapon” is defined as a firearm, dagger, dirk, stiletto, explosive, and knife with a blade over three inches in length, pocket knife operated by a mechanical device, iron bar, or brass knuckles. This law went into effect January 1, 1995. In addition, the Charlotte Board of Education will consider expulsion for a student who possesses a look-alike firearm or weapon, such as a paint gun or B-B gun. This law and local board policy have been developed to protect each student’s right to the fullest educational opportunity available with the school system.

Students will also be subject to disciplinary measures when in possession of an object in a school building or on school grounds which can cause harm but does not fit the legal definition of a weapon in Public Act 328.

The following disciplinary measures will be followed if a student is in possession of, or uses to intimidate, an object which can cause harm but does not fit the legal definition of a weapon:

Possession:

1. If a student turns such an object in voluntarily, the administration will issue a warning and call his/her parent/guardian.
2. If a student knowingly is in possession of an object but does not volunteer this information:
 - 1st offense - 3 day suspension
 - 2nd offense - 5 day suspension
 - 3rd offense - 10 day suspension with possible expulsion recommendation

Threatening Weapons:

If a student possesses such an object with the potential to do significant bodily harm, a three to ten day suspension with a possible recommendation for expulsion will be issued.

If there exists the potential for minor bodily harm to occur, the administration will use discretion in determining the length of a suspension to be issued.

TRANSPORTATION

(Please refer to **Charlotte Public School Transportation Handbook** for Rules and Consequences.)

EMERGENCY SCHOOL CLOSING

It is possible that sometime this year the schools might close due to an emergency such as inclement weather or mechanical failure. If this should occur, notification will be given as early as possible over local radio and television stations or by calling the **Charlotte Activity Line at 541-5746**. Please be certain that you talk with your children regarding safe alternatives if you are not home and school is dismissed during the day. If you have any specific directions for us in the event that school does close unexpectedly, please send a note to the school office.

PERMISSION TO BOARD DIFFERENT BUS

No child is allowed to ride a bus other than his/her normally assigned bus **WITHOUT ADVANCED PERMISSION** from the Transportation Office, (543-3400), from 7:00 a.m. - 4:00 p.m. All bus passes are based on the number of seating positions available on the bus. After a pass is granted, the student will go to the bus providing transportation to receive a bus pass.

Charlotte Public Schools Weymouth Child Development Center Child Care Program

Charlotte Public Schools Child Care program is a licensed facility serving children ages 6 weeks to 12 years old. Our school age program offers a before and after school program for Kindergarten through 4th grade and Middle School age children up to the age of 12, at the Weymouth Child Development Center beginning at 5:30 a.m. Before school, we provide breakfast, planned activities and school bus transportation leaving at 8:25 a.m. (7:15a.m. for Middle School) to students' assigned schools.

After school we provide transportation back from all school buildings within the Charlotte School District, planned activities including homework time, science and nature, arts and crafts, outdoor or gym activities, weekly swimming (weather permitting to walk) at the Charlotte Aquatic Center and a snack. The program closes at 6:30 p.m.

Registration with a set weekly schedule is required. The school age child care program is available for half days, full days, school closings and school breaks. This is *NOT* a drop in program, children must be pre-registered. State assisted childcare payments (DHS) are accepted. For more information and to enroll, contact Program Director Laurie Newland, 517-541-5181 or by email at newlanl@charlottenet.org

