



**2010-11**  
**STUDENT HANDBOOK**

CHARLOTTE PUBLIC SCHOOLS  
LEARNING CENTER 2010-2011  
[www.charlottenet.org](http://www.charlottenet.org)

STUDENT NAME: \_\_\_\_\_

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**IMPORTANT CHARLOTTE PUBLIC SCHOOLS TELEPHONE NUMBERS**

Central Office..... 541-5100  
High School Main Office..... 541-5600  
High School Attendance Office..... 541-5640  
High School Student Services Office..... 541-5620  
Athletic Office..... 541-5160  
Special Education Office..... 541-5130  
High School Media Center..... 541-5630  
Food Services..... 541-5140  
Bus Garage..... 543-3400  
  
Learning Center Main Office..... 543-5138  
Learning Center Fax..... 543-8175  
Middle School Main Office..... 541-5700  
Middle School Attendance Office..... 541-5710  
Community Education Office..... 541-5740  
  
Galewood Elementary..... 541-5770  
Parkview Elementary..... 541-5780  
Washington Elementary..... 541-5170  
  
COMMUNITY ACTIVITY LINE (School Delays & Closings)..... 541-5746  
EISD..... 543-5500  
Shared Time Programs..... 483-1328

**BOARD OF EDUCATION**

Ed Allen  
Mike Bruce  
Julie Kimmer  
Diane Kirkham  
Ron Schultheiss  
Chelsey Tirrell  
Robert Wilson

## CENTRAL OFFICE ADMINISTRATION

Dr. Nancy Hipskind..... Superintendent of Schools  
Mary Taylor..... Associate Superintendent for Instruction  
Mark Rosekrans ..... Associate Superintendent for Operations  
Don Sovey..... Associate Superintendent for Business

## WELCOME STATEMENT

Welcome to Charlotte Public Schools Learning Center for the 2010-2011 school year.

Our hope is that all students will make positive decisions that will give them an opportunity for success. Attend school regularly, be attentive and participate in class, stay on top of assignments and evaluations, and seek help when necessary. Take advantage of the fabulous facilities provided to us by the taxpayers of Charlotte.

Again, welcome to the Learning Center and have a good year.

## LEARNING CENTER MISSION STATEMENT

The mission of the Learning Center is to provide an opportunity for students to continue to work on their education track. To this end, the staff is committed to providing a safe and stimulating environment in which students may grow academically and develop social skills and positive attitudes to the point that they can successfully function in a traditional school.

## LEARNING CENTER GOAL STATEMENT

The goals of the Learning Center are to help students:

1. Increase basic skills in the areas of social studies, language arts, mathematics, and science.
2. Improve poor attendance patterns.
3. Earn credits toward a high school diploma or promotion to a higher grade.
4. Increase socially desirable behavior and positive attitudes.
5. Increase self-image.
6. Increase graduation rates.

## LEARNING CENTER STAFF

Mr. Eric Emery..... Coordinator/Lead Teacher  
Mrs. Angela Porter-Corralez..... Administrative Assistant  
Mrs. Ruth Breithart ..... Teacher  
Ms. Angela Cockroft..... Teacher/GED Examiner  
Mr. Nathan Hingst..... Teacher

## DAILY SCHEDULES

### MONDAY, TUESDAY, THURSDAY, FRIDAY SCHEDULE

Period 1 (50 Minutes) ..... 7:40-8:30  
Period 2 (45 Minutes) ..... 8:30-9:15  
Period 3 (45 Minutes) ..... 9:15-10:00  
Period 4 (50 Minutes) ..... 10:00-10:50  
LUNCH (35 Minutes) ..... 10:50-11:25  
Period 5 (50 Minutes) ..... 11:25-12:15  
Period 6 (45 Minutes) ..... 12:15-1:00  
Period 7 (45 Minutes) ..... 1:00-1:45  
Period 8 (50 Minutes) ..... 1:45-2:35

### WEDNESDAY SCHEDULE

Period 1 (50 Minutes) ..... 7:40-8:30  
Period 2 (45 Minutes) ..... 8:30-9:15  
Period 3 (45 Minutes) ..... 9:15-10:00  
Period 4 (50 Minutes) ..... 10:00-10:50  
LUNCH (35 Minutes) ..... 10:50-11:25  
Period 5 (40 Minutes) ..... 11:25-12:05  
Period 6 (40 Minutes) ..... 12:05-12:45  
Period 7 (40 Minutes) ..... 12:45-1:25  
Period 8 (40 Minutes) ..... 1:25-2:05

**TWO (2) HOUR DELAY SCHEDULE**

Period 3 (45 Minutes) .....	9:15-10:00
Period 4 (50 Minutes) .....	10:00-10:50
LUNCH (35 Minutes) .....	10:50-11:25
Period 5 (40 Minutes) .....	11:25-12:05
Period 6 (40 Minutes) .....	12:05-12:45
Period 7 (40 Minutes) .....	12:45-1:25
Period 8 (40 Minutes) .....	1:25-2:05

**HALF DAY SCHEDULE**

Period 1 (50 Minutes) .....	7:40-8:30
Period 2 (45 Minutes) .....	8:30-9:15
Period 3 (45 Minutes) .....	9:15-10:00
Period 4 (40 Minutes) .....	10:00-10:40

**GRADES:** The marking system at the Learning Center consists of the following symbols and grade point equivalents:

GRADE	GRADE POINT	GRADE	GRADE POINT
A	4.0	C	2.0
A-	3.8	C-	1.8
B+	3.5	D+	1.5
B	3.0	D	1.0
B-	2.8	D-	.5
C+	2.5	E	0

**AWARDING OF CREDIT**

Courses completed during the school day will be awarded a letter grade which will be calculated into the students' GPAs. Courses completed outside of the school day will be granted "Credit" or "No Credit" (this could include, but is not limited to, E2020 courses, Michigan Virtual High School courses, college courses, correspondence courses, etc.). Courses completed outside of a traditional classroom environment (such as online courses, dual enrollment courses, EISD Vocational courses, correspondence courses, etc.) will not be reported on report cards or Skyward Home Family Access. Upon final course completion credit will be reflected on the high school transcript.

**GRADUATION CEREMONY/HONORS CONVOCATION:** Participation in the Graduation Ceremony is a privilege, not a right. Blue jeans, shorts, work boots and tennis shoes are not acceptable. Students are encouraged to wear appropriate clothing and shoes. The graduation gown must be worn during Honors Convocation and Graduation Ceremony.

## GRADUATION REQUIREMENTS

### ENGLISH LANGUAGE ARTS

5 Credits to include:

- English Language Arts 9
- English Language Arts 10
- English Language Arts 11
- English Language Arts 12 or AP English
- Composition or Adv. Composition

### PHYSICAL EDUCATION & HEALTH

1 Credit

### SCIENCE

3 Credits to include:

- Biology
- Concepts in Chemistry/Physics or Intro to Chemistry/Physics
- Earth Science or Chemistry

### SOCIAL STUDIES

3 Credits to include:

- U.S. History & Geography
- World History & Geography
- Government/Economics or AP Government

### VISUAL PERFORMING & APPLIED ARTS

1 Credit (Includes Instrumental & Vocal Music, Art Classes and Vocational Technical Education Classes)

### ON-LINE LEARNING EXPERIENCE

Course, Learning or Integrated Learning Experience. (At this time this requirement is met by use of Blackboard in courses taken in the 6<sup>th</sup>-12<sup>th</sup> grades.)

**MATHEMATICS:** 4 Requirements to include 5-6 credits as indicated below (credits vary depending on course sequencing)

1. Algebra I (most students will take in 9th grade)  
1 Credit Algebra 1A and 1 Credit Algebra 1B
2. Geometry, 1 Credit (most students will take in 10th grade)
3. Algebra II (most students will take in 11th grade)  
1 Credit Algebra 2A and 1 Credit Algebra 2B
1. Math Related Course in Senior Year (must be taken in senior year)  
Algebra 2B (if Algebra 2A is taken in junior year and 2B is taken in senior

## ADDITIONAL REQUIREMENT

Participation in the Michigan Merit Exam (MME) is a requirement for graduation from Charlotte Public Schools.

A minimum of 15 terms of full-time enrollment. Full-time enrollment is defined as four blocks or the equivalent per semester. Exceptions for full-time attendance must be approved by the principal, or in the case of special education students, by the Special Education Director

## CLASS STANDING

Grad Year	Credits for Class Designation			Credits Required for Graduation
	To become a Sophomore	To become a Junior	To become a Senior	
2011	6	13.5	22	30.5
2012-2014	6.5	14	2205	31

## **CREDIT RECOVERY**

Students who fail classes (and may not be able to graduate due to lack of credit) may exercise one of the following options to earn additional credits. Students will be responsible for all course fees. ***Students need to see their counselor to enroll in any of the following programs:***

- |                                 |                           |
|---------------------------------|---------------------------|
| 1) Summer School                | 2) Correspondence Classes |
| 3) After School Work Experience | 4) Online Courses         |

### **In addition:**

1. Any senior student who becomes credit deficient as of the end of Term 3 of their senior year will need to see their Counselor to make arrangements to recover the deficient credit. A credit recovery plan must be in place (which means all course work has been ordered/started and paid for in full by the student) by April 30<sup>th</sup> in order for the student to be allowed to participate in the commencement program.
2. Students who fail to earn enough credits to graduate will be required to make up the credit deficiency prior to September 1 following their class's graduation in order to receive a diploma for that year. The diploma will not be released to the student until all graduation requirements have been successfully completed.
3. Students may not apply more than a total of three (3) credits earned outside of the regular school day toward graduation requirements. This includes courses taken in summer school, correspondence classes, after school work experience, or online courses.
4. All correspondence course work (including final exams) being completed after Term 3 must be submitted to the correspondence school no later than August 15th. Upon confirmation of satisfactory correspondence course completion the Learning Center will award credit. Students assume full responsibility for successful completion of correspondence courses.

**INCOMING TRANSFER STUDENTS:** Students transferring to the Learning Center from another school will be required to enroll as a full-time student for two full semesters and earn at least 8.0 credits in order to qualify for a Charlotte High School Diploma unless there is evidence of extenuating circumstances as determined by the principal and approved by the superintendent.

Transfer credit will be accepted from schools in Michigan that are NCA accredited or on the list of Michigan accredited schools. All other credits will be evaluated on an individual basis and may require an equivalency assessment.

**INCOMPLETES:** Incomplete grades must be completed within two (2) weeks (10 school days) after the end of a marking term/semester, in accordance with a plan established between the teacher and student; otherwise the grade will be recorded as an "E".

## **GENERAL LEARNING CENTER INFORMATION**

**ACCIDENT REPORTING:** If you are injured, you should report it immediately to the teacher in charge or to an administrator.

An effort will be made to contact your parents for information and instructions. If your parents cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge may arrange for your transportation to a doctor or a hospital for treatment. This action on the part of any school personnel does not obligate the school district or school personnel to assume financial responsibility for your treatment.

**BACKPACKS:** Students are allowed to carry backpacks; however, backpack in your locker. Backpacks left unattended are subject to search for the concern and safety of students and staff.

**BICYCLES:** There are bicycle racks are in the back of the school. Please use these racks. Remember to **LOCK YOUR BIKE**.

**BUS CONDUCT:** Students are provided with transportation to and from school by the Charlotte School District. Students are expected to follow the direction of the bus driver and behave appropriately. The time students are in transit is an extension of their school day and they are expected to conduct themselves in an orderly and safe manner. Students who do not will face disciplinary action. These actions will include Saturday School, out-of-school suspensions, and loss of transportation services for severe or repetitive infractions. Students will follow directions from the Bus Transportation Handbook.

**PRIVATE DINING:** Students may be assigned to private dining for being off campus or returning late from lunch or other discipline code violations. Students who fail to attend private dining will be issued a one day suspension. Privileges will be suspended until time is served.

**WIRELESS COMMUNICATION DEVICES (WCDs) AND ELECTRONIC COMMUNICATION DEVICES (ECDs)**

A student may possess a wireless communication device (WCD) or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions according to following guidelines. This is a privilege and is subject to the following guidelines:

The student who possesses a WCD or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to WCDs or ECDs brought onto its property, even in the event the phone is confiscated by the staff or the administration.

1. Students are prohibited from using wireless communication devices or other electronic communication devices or having them "on" during class time, this includes texting function. Students that choose to have/bring their WCDs to school will be required to follow all school and class room rules in regards to how WCDs are to be handled/stored during class time.
2. The use of WCDs and other ECDs in locker rooms, weight rooms, dressing rooms, and restrooms is strictly prohibited. WCDs or ECDs may not be "On" or otherwise used in the school locker rooms, restrooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones or ECDs. Violation of this provision is a serious offense and can lead to severe penalties, up to and including expulsion.
3. WCDs or ECDs that are suspected of containing inappropriate material (pictures, texts messages, etc.) will be confiscated and reviewed by administration. Inappropriate material will be copied and shared with police and/or parents. Students who possess such material are subject to disciplinary action. Violation of this provision is a serious offense and can lead to severe penalties, including police charges, up to expulsion.

Possession of a WCD or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuses of this privilege.

Failure to surrender a WCD or ECD to any staff member will result in a referral under insubordination. Any student using a WCD or ECD in locker rooms, weight room, dressing rooms or restrooms at school or in another school district could be subject to expulsion.

Students that fail to follow these policies will be subject to the WCD/ECD consequences **Violation #27 on page 19**.

**FIRE DRILLS:** Six (6) fire drills will be held periodically during the school year. The signal for a fire drill is the sound of the fire horn. A very serious attitude is expected from all students during a fire drill. Each of the students' teachers will give instructions as to where to go in case of a fire drill. WALK QUICKLY AND QUIETLY to your assigned places. There is to be no talking. Do not block the driveways. Move completely away from the building. Allow the fire trucks room to get close to the building.

**HALL PRIVILEGES:** In order for students to be able to move about the building during regular class time they must sign out with the teacher. Failure of students to follow this process will result in disciplinary action.

**ILLNESS DURING THE SCHOOL DAY:** If you are too ill to attend classes, you should report to the Main Office to notify your parents to pick you up from school as soon as possible.

**INSURANCE:** 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.

**LEAVING SCHOOL DURING THE DAY:** Students are not permitted to leave the school building at any time during the school day **without permission from the Main Office.** (Refer to Discipline Code)

**LOST AND FOUND:** Students who find lost articles are asked to take them to the Main Office, where they can be claimed by the owner.

**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 F1c.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

**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.

**LEARNING CENTER STUDENTS ARE NOT PERMITTED ON HIGH SCHOOL OR MIDDLE SCHOOL GROUNDS OR AT THE NORMAL SCHOOL DAY UNLESS OTHERWISE GIVEN PERMISSION BY THE COORDINATOR.**

*All dates listed below are tentative at time of printing*

**MID-TERM GRADE REPORTS:** Mid-Term Grade Reports will be given to students four (4) times each school year.

October 1, 2010	February 17, 2011
December 8, 2010	May 6, 2011

**END OF 8-WEEK TERM AND 18-WEEK SEMESTERS:**

**1<sup>ST</sup> SEMESTER**

November 4, 2010 – End of First Term

January 21, 2011 – End of First Semester and Second Term

**2<sup>ND</sup> SEMESTER**

March 30, 2011 – End of Third Term

June 10, 2011– End of Second Semester and 4<sup>th</sup> Term

MME Exam (Juniors) ..... March 1, 2011

**SEARCH AND SEIZURE:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, and student vehicles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property or on school property because; school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag, vehicle) may be searched whenever a school official has reasonable suspicion to believe that the students is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

**SIGN OUT PROCEDURES:**

1. Report to Main Office.
2. Present a note or make parent contact by phone to excuse the student.
3. Sign out when leaving the building.
4. Sign in when returning to the building.

**Students leaving the building without following the above procedures will be subject to an unexcused absence and/or disciplinary action. (Refer to Discipline Code)**

**STUDENT VALUABLES AND PERSONAL PROPERTY:** The Learning Center is not responsible for any student valuables, personal property, vehicles, and/or money lost on school grounds. Students who find it necessary to carry valuables or large sums of money are encouraged to leave such valuables in the Main Office for safekeeping. Students are reminded that they should lock their vehicles if you drive to school.

**TELEPHONE:** There is a telephone available in the Main Office for local calls by students to allow them to contact parents when necessary.

**TEXTBOOKS AND SUPPLIES:** Textbooks are provided at no cost; however, you are responsible for their care and safekeeping. You will be required to pay for lost textbooks and damages beyond normal wear. Textbooks are not allowed to leave the building at any time.

**TORNADO DRILLS:** The number of potential tornado "watches" may be so numerous during the season that it may not be operationally or educationally practical to dismiss school every time one is announced. Normally, students will not be sent home during the regular school day for either a tornado "watch" or "warning". If a tornado "warning" is given, students will immediately be sent to the designated refuge areas within the building and await further instructions. The school will conduct two (2) tornado drills during the school year.

**SPECIAL NOTICE TO STUDENTS/PARENTS:** The school district is not responsible for any personal property (including vehicles) while at school or school events.

**VISITORS:** Parents are always welcome to visit the school, but please check in at the Main Office to sign in and receive a visitor's pass.

**WEATHER DELAYS OR CANCELLATIONS:** Due to Michigan's unpredictable weather climate, such as snow, ice, or fog, school delays or cancellation of the school day, may be required. Local radio and television stations will broadcast when school is delayed or cancelled. Please do not call the school. If you need to telephone to get the above information, you can call 541-5746.

**WORK PERMITS:** A completed work permit is required for any student (14 through 17 years old) prior to participating in any employment experience. Work permit forms are available from the high school secretary in the Main Office.

#### **LANSING SHARED TIME STUDENTS**

Students attending shared time classes at Lansing Community College must ride a school bus to and from those sites.

To clarify any confusion that may exist regarding bus departure times for off-campus students, please note the LCC bus will leave and return at the following times:

**FOR STUDENTS WITH 1<sup>ST</sup> THRU 4<sup>TH</sup> PERIODS AT LCC: BUS LEAVES AT 6:40 A.M. RETURNS AT 10:50 A.M.**

**FOR STUDENTS WITH 5<sup>TH</sup> THRU 8<sup>TH</sup> PERIODS AT LCC: BUS LEAVES AT 11:15 A.M. RETURNS AT 2:40 P.M.**

**\*EARLY WEDNESDAY'S STUDENTS WILL BE RESPONSIBLE FOR THEIR OWN TRANSPORTATION HOME WHEN THE BUS RETURNS.**

In order to avoid any misunderstanding concerning our school policies regarding bus transportation, please read the following carefully.

**BUS BEHAVIOR** - All students are expected to behave cooperatively, respectfully, and responsibly. Failure to do so may result in removal from your vocation program.

**HALLWAY BEHAVIOR** – When returning to the high school after vocational classes, you are expected to enter the hallways quietly as you go about your business. Failure to do so will be treated as a violation of school policy and dealt with accordingly.

**TRANSPORTATION POLICY FOR OFF-CAMPUS/SHARED TIME EDUCATIONAL PROGRAM** – Per the Career Preparation Center Parent/Student Handbook juniors are not permitted to drive to the Career Preparation Center programs if their home school provides bus transportation. Juniors and seniors that do not have bus transportation provided **must receive permission from their home school BEFORE THEY BEGIN DRIVING.** The Career Preparation Center and Lansing Community College reserves the right to deny or suspend driving privileges. Parking is restricted to the street, parking ramps, or school parking lot based on availability. Students must pay all their own costs related to driving their own vehicle. The driving privilege will only allow the driver to drive his/her own vehicle – it does not allow other students to ride in that assigned vehicle.

Auto Body and Auto Mechanics students must obtain a “driving request” from their program instructor to drive **when their vehicle is being repaired.** The form is available from their program instructor and **must be completed and signed by all parties before the work/repair begins.**

#### **LEARNING CENTER CODE OF CONDUCT**

The primary objective of the Student Code of Conduct is to assist each student in developing responsible, self-controlled behavior. It is designed to protect each student's rights to the fullest educational opportunity available within the school system by establishing standards of conduct.

**NOTICE TO STUDENTS!!! MANDATORY SCHOOL EXPULSION RECOMMENDATIONS:** The following offenses result in immediate recommendation for expulsion from school: **Possession or use of any firearm or look-a-like firearm, possession or use of dangerous weapons or look-a-like dangerous weapons, sale and transfer of drugs, arson, and sexual misconduct (#'s 1-3, 5 & 9).** Persistent disobedience, which constitutes the continuous disregard for repeated infractions of school regulations, may also lead to expulsion (#31).

Such immediate suspensions and recommendations for expulsion (#'s 1-3 & 7) are in accordance with the Federal Gun-Free Schools Act of 1994, the State of Michigan Law: Public Act 328 of 1994, and/or Charlotte Board of Education Policies 5131.1 and 5131.7.

**DISCIPLINE CODE OF CONDUCT PROVISIONS:** Provisions of the Code of Conduct are in effect during all daily classroom and/or building programs (including lunch), including all field trips, out-of-state or international trips, extra-co-curricular activities, athletic teams and other activities that are school-sponsored or school-related.

Building administrators have the authority to execute the discipline outlined above. The severity of the violation will determine the degree of discipline administered within the above stated guidelines. Exceptions may occur only under extenuating circumstances.

**A student on suspension will not attend his/her regular classes or participate in extra/co-curricular or athletic team activities during the dates of the suspension. There is a loss of all social privileges.**

**Students that violate the Code of Conduct while representing the school or are on a school trip may lose privileges to participate in further school related activities and/or trips.**

Parents shall be notified in all cases of suspension and/or when a student exhibits a history of unacceptable conduct. Records of such involvement shall be maintained in the main office.

VIOLATION	OFFENSE	CONSEQUENCES
<b>VIOLATIONS 1-10 ARE CUMULATIVE OVER A STUDENT'S HIGH SCHOOL CAREER</b>		
<p><b>#1 – FIREARMS OR LOOK-A-LIKE FIREARMS:</b></p> <p>Possession or use of any firearm of any type (including shotguns, rifles, hand guns, pellet or BB guns, starter guns or look-a-like firearm weapons).</p>	Any	Immediate suspension and recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.
<p><b>#2 – DANGEROUS WEAPONS OR LOOK-A-LIKE DANGEROUS WEAPONS:</b></p> <p>Possession or use of any weapon, knife with a blade of any length, or instrument capable of inflicting injury; include but are not limited to: BB guns, paintball guns, dagger, stiletto, pocket knife opened by a mechanical device, iron bar, or look-a-like weapons while on school property or at a school-sponsored event.</p>	Any	<p>Up to ten (10) days suspension with a possible recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.</p> <p><b>NOTE:</b> The State of Michigan requires expulsion under the Weapons Free School Act for possession of certain weapons.</p>
<p><b>#3 – SEXUAL MISCONDUCT:</b></p> <p>Unlawful sexual touching by force or threat.</p>	Any	Immediate suspension and recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.
<p><b>#4 – LEWD ACTS</b></p> <p>Inappropriate sexual conduct that occurs by any student or students. Consensual sexual touching or any type of intercourse will be considered a lewd act.</p>	Any	When this occurs a 1-5 day suspension will occur. Depending on the ages and circumstances possible recommendation for expulsion and police report will be filed.
<p><b>#5 – SALE AND/OR TRANSFER OF ILLEGAL DRUGS, PRESCRIPTION DRUGS, ALCOHOL OR ANY CONTROLLED SUBSTANCES IN SCHOOL, ON SCHOOL GROUNDS OR AT ANY SCHOOL SPONSORED ACTIVITY:</b></p> <p><b>Look-A-Like Drugs</b> – It is against school policy to deliver attempt to deliver or cause to be delivered, a non-controlled substance which the person (a) represents to be a controlled substance; or (b) represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance</p> <p><b>NOTE:</b> Refer to Board of Education Policy for more specific information. 5131.6R</p>	Any	<p>10 Days Out-Of-School suspension with recommendation for expulsion.</p> <p>A police report will be filed.</p>



VIOLATION	OFFENSE	CONSEQUENCES
<p><b>#10 – THREATS OR ACTS OF VIOLENCE:</b> No student shall engage in or use threats of violence, either written or verbal toward students, staff, and/or school buildings or property. Students who engage in such acts will be held responsible for statements and/or actions made outside of school or during the school day.</p>	ANY	Up to 10 days suspension, notification of parents or guardians, a police referral will be filed. Students may be recommended for expulsion depending on severity of offense.
<p><b>VIOLATIONS 11-38 ARE CUMULATIVE OVER ALL CLASSES PER YEAR NOT JUST PER BLOCK</b></p>		
<p><b>#11 – GAMBLING:</b> Gambling is considered to be an inappropriate behavior and is subject to discipline.</p>	Any and/or all	Discipline may include loss of private dining, out-of-school suspension, or expulsion. Depending on the circumstances, the student may be recommended for expulsion. A police referral will be made.
<p><b>#12 – STEALING &amp; EXTORTION:</b> No student shall engage in a purposeful act of theft of school property or the property of other students/employees, this includes technology.</p>	1st  2nd  3rd	1-3 Days suspension Police Referral  3-5 Days Suspension Police Referral  5-10 Days Suspension Police Referral
<p><b>#13 – VANDALISM:</b> No student shall engage in a purposeful act of damage to school property, or the property of others to include fire extinguishers. <b>(Full restitution must precede a return to school.)</b></p>	1st  2nd  3rd	1-3 Days suspension, notification of parents and/or police officials.  3-5 Days suspension, notification of parents and/or police officials.  *5-10 Days suspension. Possible recommendation for expulsion.
<p><b>#14 – SEXUAL HARASSMENT:</b> Sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written or physical conduct of a sexual nature. Students who feel they may be the victims of sexual harassment instigated by other students or school employees should immediately communicate their concerns in writing to the principal for a prompt investigation and disposition of the incident.</p>	Any	When this occurs a 5-10 day suspension will occur. Depending on the circumstances, the student may be recommended for expulsion and a police report may be filed.

<p><b>#15 – HARASSMENT, INTIMIDATION</b> at school during school hours, at school events or on the way to and from school.</p> <p>(Intimidation or harassment of an ethnic nature will result in automatically moving to level 2 or 3)</p>	1st	1-2 Days suspension
	2nd	3-5 days suspension and police referral
	3rd	Over 5-10 Days suspension and police referral. Possible recommendation for expulsion
<p><b>#16 – DISRESPECT INSUBORDINATION:</b> Students must cooperate with and respect staff and other students. Students must identify themselves when asked to do so by a staff member. Students must accompany a staff member to the office of a counselor or administrator when asked to do so by a staff member. Lack of respect for staff and students will not be tolerated, nor will behavior detrimental to school functions or threats to staff.</p>	1st	1-3 Days suspension
	2nd	3-5 Days suspension, with re-admittance by coordinator
	3rd	Over 5-10 days suspension, up to expulsion, as determined by Board of Education.
<p><b>#17 – BULLYING:</b> Including Gender/Ethnic/Religious/Disability/Height/Weight or other teasing, harassment or intimidation.</p> <p><u>Written or spoken:</u> Innuendoes, comments, jokes, insults, threats, or disparaging remarks. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interactions with the person.</p> <p><u>Non-Verbal:</u> Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.</p> <p><u>Physical:</u> Any intimidating or disparaging action such as hitting, hissing, or spitting on a person, “Chesting Up: or any other use of physical force.</p>	1st	1 Day of private dining
	2nd	1 – 2 Days suspension.
	3rd	3-5 Days suspension  *All incidents of bullying are also subject to a school suspension for up to 5 days depending on the seriousness of the offense. Severe bullying can lead to a 10 day suspension and/or recommendation for expulsion.
<p><b>#18 – SMOKING:</b> Use of or possession of tobacco products on school grounds, visible from any area from school grounds, or at school events home or away is prohibited at all times.</p>	1st	2 Days of private dining & police report.
	2nd	1 week of private dining
	3rd	1 day suspension and 1 week of private dining

<b>VIOLATION</b>	<b>OFFENSE</b>	<b>CONSEQUENCES</b>
<b>#19 – FORGERY:</b> Fraudulent use of school documents, passes, etc. Students may not obtain or possess class or school passes.	1st	2 Days of private dining.
	2nd	3 Days of private dining.
	3rd	1 day suspension and 5 days of private dining.
<b>#20 – CHEATING &amp; PLAGIARISM:</b> The following violations & consequences are per class	1st	Loss of credit on assignment (including final exam), parents and office notified.
	2nd	Lower one (1) letter grade for marking period, parents and office notified. Loss of school privileges for 2 weeks
	3rd	Failure of class for marking period.
<b>#21 - INAPPROPRIATE USE OF TECHNOLOGY.</b> No student shall engage in inappropriate use of the internet. This includes unauthorized computer activity (including but not limited to the improper use of the internet accessing inappropriate web site. Also this includes using district technology to engage in Cyber-bullying (sending e-mails posting harmful or cruel text or images via the internet).	1st	1 day of private dining.
	2 <sup>nd</sup>	Administrator may impose immediate suspension and/or recommend expulsion based on severity of the incident.  *Violation of district computer/software guidelines could mean the loss of computer privileges for that class and for the rest of the student's high school career, in addition to the above prescribed consequences.
<b>#22 – FALSE ALARMS/BOMB THREATS:</b>  Turning in a false fire alarm or bomb threats are a criminal offense. Parents of any student committing this offense will be informed. The student will be referred to the local fire chief and suspended.		10 Days suspension up to expulsion  *Police and Fire Marshall will be notified.

VIOLATION	OFFENSE	CONSEQUENCES
<p><b>#23 – POSSESSION OR USE OF ANY MISCELLANEOUS DISRUPTIVE ITEMS – PROHIBITED AT SCHOOL:</b>  <u>Problems arise because students have articles that are hazardous to the safety of others, or interfere with school procedures.</u> Such items include, but not limited to, chains, shaving cream, smoke bombs, snowballs, water balloons, water pistols, radios, tape recorders, video cameras, and video games. Roller blades and skateboards are not permitted at or on school property. Also, any student found in possession of or using a penlight or laser pointer will be in violation of the Charlotte High School Code of Conduct.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>1 day of private dining</p> <p>2 days of private dining</p> <p>5 days of private dining</p> <p>*Serious violations of this standard may also be met by a school suspension if appropriate.</p>
<p><b>#24 – CD PLAYER/MP3/IPODS:</b> CD players, MP3 or IPODS are not recommended in classrooms. They may be used before school, at lunch and after school and at the discretion of teachers.</p> <p>A first offense will result in a request to put above named items away. Further offenses will result in loss of school privileges for up to 5 weeks depending on the number of offenses that have occurred.</p>		
<p><b>#25 – FOOD AND DRINK:</b> Food and drink are not allowed in computer labs, the media center, the lecture room or any other designated area determined by staff. Food needs to be kept in the cafeteria and lobby. If a school sanctioned meeting is conducted during lunch, students will be allowed to eat in the designated meeting room as approved by school administration.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>1 day of private dining</p> <p>2 days of private dining</p> <p>5 days of private dining</p>
<p><b>#26 – DISRUPTIVE CLASSROOM BEHAVIOR:</b>            Behavior that prevents a teacher from presenting lesson or material in an atmosphere that is conducive for learning to take place.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p> <p>4th</p> <p>5th</p>	<p>1 Day private dining</p> <p>3 Days of private dining</p> <p>5 days of private dining</p> <p>1 Day suspension, and 5 days of private dining</p> <p>2 Days suspension, and 5 days of private dining</p>

VIOLATION	OFFENSE	CONSEQUENCES
<b>#27 – WIRELESS COMMUNICATION DEVICES (WCDs) &amp; ELECTRONIC COMMUNICATION DEVICES (ECDs) (See page 8 for specific policy information.)</b> <i>*Any student using a WCD or ECD in locker rooms, weight room, dressing rooms or restrooms at school or in another school district could be subject to expulsion.</i>	1st	Confiscation of WCD. WCD turned into office, parent contact made and WCD returned at end of day by office, (1) day of private dining.
	2nd	Confiscation of WCD. WCD turned into office, parent <u>MUST</u> retrieve the WCD. (2) days of private dining
	3rd	Confiscation of WCD. WCD returned to parent. Privilege to have WCD at school forfeited for remainder of semester. One (1) day suspension.
<b>#28 – INAPPROPRIATE PHOTOGRAPHS OR VIDEO ON ELECTRONIC DEVICES (CELL PHONE, IPODS, ETC.)</b>  Cell phones or any type of digital device shall not contain any sexually inappropriate photos. Sexually inappropriate photos of minors whether themselves or others is considered child pornography and will be turned over to the police department	Any	When this occurs a 1-10 day suspension will occur. Depending on the ages and circumstances possible recommendation for expulsion and police report will be filed.
<b>#29 – PROFANITY AND OR SWEARING:</b> NOTE: Profanity or abusive language directed toward any school employee will result in a five days out of school suspension. Subsequent violations will result in a long-term suspension and/or expulsion.	1st	1 Day of private dining
	2nd	2 Days of private dining
	3rd	5 days of private dining
<b>#31 – INAPPROPRIATE DISPLAYS OF AFFECTION:</b> Any physical display of affection other than holding hands will be considered inappropriate.	1st	1 Day of private dining
	2nd	3 Days of private dining
	3rd	5 days of private dining
<b>#32 – HOODS AND COATS:</b> Hoods, coats, and head coverings (bandanas, dew rags) are not to be worn in the school building during the school day. All coats must be in designated areas. NOTE: The coordinator can permit to designate special dress days at which time other items may be worn.	1st	Confiscation of item and returned at the end of the day
	2nd	Confiscation of item, 1 day of private dining
	3rd	Confiscation of item, 5 days of private dining.

VIOLATION	OFFENSE	CONSEQUENCES
<p><b>#30 – STUDENT DRESS:</b> 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 that are distracting or cause classroom disruptions, display profanity, are sexually suggestive, promote the use of controlled substances (such as alcohol, tobacco), or promote gang activity. The wearing of chains must not pose a threat of physical harm to the wearer or other students and must <u>NOT</u> be of a length or size to be considered a weapon.</p> <p>Students are allowed to wear shorts, but they must be of appropriate length. A guideline is that the bottom of the shorts/skirts should be of index finger length with arms extended at the side. Shirt and pants/skirts must meet or overlap at all times.</p> <p>Shirts or blouses must cover the stomach area. Halter-tops, spaghetti straps, or muscle shirts for both boys and girls are inappropriate dress for school. Tank tops or sleeveless blouses may be worn, provided the straps are the width of four fingers or at least 3 inches. Excessively baggy or intentionally torn pants are not considered appropriate dress for school.</p> <p>Teacher’s reserve the right to require clothing that is appropriate for classroom due to safety concerns. Example: Auto shop students must wear long pants at all times and/or clothing that does not pose a safety hazard.</p> <p><u>A first offense will result in a request to change or cover the objectionable clothing. Further offenses will result up to 5 days of private dining, depending on the number of offenses that have occurred.</u></p>		
<p><b>#33 – FAILURE TO REPORT/FOLLOW DIRECTIONS:</b> Students are expected to report to the office or any other destination when directed by any school employee. Likewise it is expected that students will follow reasonable directions given to them by any school employee.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>1 Day of private dining</p> <p>3 Days of private dining</p> <p>5 days of private dining</p>
<p><b>#34 – DRIVING/PARKING VIOLATIONS:</b> (Reckless driving, improper parking, leaving without permission, no registration, etc.) Student parking is allowed only in the large student parking lot. Parking in any other areas, such as in front of the school, will result in disciplinary action. (Possible TOWING at owner’s expense.) Driving on school grounds must be safe and appropriate for conditions. A maximum speed of 10 miles per hour must be observed. Students who drive in a careless/reckless manner will be denied driving privileges and assigned to Private Dining for the first offense.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>1 day of private dining, and loss of parking privileges for 1 week.</p> <p>2 days of private dining, and loss of parking privileges for 2 weeks.</p> <p>1 Day Suspension, loss of parking privileges for remainder of term.</p> <p><b>SPECIAL NOTICE:</b> The school district is not responsible for any personal property (including vehicles) while at school or school events.</p>

VIOLATION	OFFENSE	CONSEQUENCES
<b>#35 – GROSS MISDEMEANOR AND/OR PERSISTENT DISOBEDIENCE:</b> A serious inappropriate action and/or repeated actions of incorrigible behavior and/or non-compliance within the Code of Conduct. This also pertains to student attendance in a specific class or school in general. Students are in violation when failing to attend after being directed by a school administrator.	1st	2 days of private dining
	2nd	1 Day suspension
	3rd	3 Days suspension  *Administrator may skip to level 2 or 3 consequences or move for expulsion, depending on the severity of the offense.
<b>#36 – DISORDERLY CONDUCT:</b> Any inappropriate behavior that disturbs the school environment which includes: making any noise, or causing a disturbance of any kind.	1st	2 days of private dining
	2nd	1 Day suspension
	3rd	3 Days suspension  *Administrator may skip to level 2 or 3 punishments depending on the severity of the offense.
<b>#37 – STUDENTS ARE SUBJECT TO DISCIPLINARY ACTION BY SCHOOL AUTHORITIES FOR INAPPROPRIATE BEHAVIOR THAT TAKES PLACE OFF SCHOOL PROPERTY DURING THE TIME THEY ARE COMING TO AND FROM SCHOOL AND DURING THE LUNCH PERIOD.</b>		
<b>#38 – FAILURE TO ATTEND ADMINISTRATIVELY OR TEACHER ASSIGNED AFTER SCHOOL DETENTION WILL RESULT IN SATURDAY SCHOOL. FAILURE TO ATTEND SATURDAY SCHOOL WILL RESULT IN LOSS OF PRIVILEGES UNTIL THE SATURDAY SCHOOL IS SERVED. STUDENTS ARE EXPECTED TO FOLLOW ALL REASONABLE DIRECTIONS/REQUESTS GIVEN BY SCHOOL PERSONNEL. FAILURE TO COMPLY WITH REQUESTS OR DIRECTIONS GIVEN BY SCHOOL PERSONNEL IS A SERIOUS OFFENSE AND IS PUNISHABLE BY SATURDAY SCHOOL, LOSS OF PRIVILEGES, AND/OR OUT-OF-SCHOOL SUSPENSION UP TO 5 DAYS DEPENDING ON THE SERIOUSNESS/SEVERITY OF THE INCIDENT</b>		
<b>#39 – Any miscellaneous disruption or behavior that is deemed inappropriate or causes a disruption to the overall learning environment/process will be subject to immediate discipline.</b>	1st	1 day of private dining
	2nd	2 days of private dining
	3rd	5 days of private dining  *Administrator may impose immediate suspension and/or recommend expulsion based on severity of the incident.

**OUT-OF-SCHOOL SUSPENSION:** Students will be assigned to an out-of-school suspension whenever the school administration feels the rule infraction is of a more serious nature, for persistent disregard of school rules or when a student's continued presence in school poses a physical threat or seriously affects the safety, health or well being of others.

Students who are suspended will lose school privileges double the length of suspension

The length of suspension will be determined by school authorities and will reflect the offense committed, but shall not exceed ten (10) school days. The parents or guardian will be notified in writing of the action taken, and will have the right to appeal. **Suspended students may not loiter, appear on school property or attend any school-sponsored activity at home or away from the school.** They will be allowed to make-up work and tests missed. However, it is their responsibility to make arrangements with their individual teachers. In addition, when students are suspended and they have prior knowledge of certain classroom assignments (notebooks, reports, quizzes, tests, speeches, etc.) students are expected to have these requirements ready upon the date of return from suspension. Students will be readmitted to school after a conference in which a satisfactory solution of their conduct is agreed upon by parents and the administration.

**EXPULSION:** Expulsion means the removal of a student from school for more than ten (10) school days. This sanction is reserved for the most serious rule infractions, including persistent disobedience, and can only be applied by the Board of Education with a provision for a hearing before the Board.

**DISCIPLINARY APPEAL PROCESS:** At the time that a disciplinary consequence is being assigned for inappropriate student behavior, the parent may disagree and wish to appeal to the next level of administrative authority (learning center coordinator). This should be initiated in writing within 24 hours. Any appeals beyond the learning center coordinator will be resolved by the superintendent or his/her designee.

## **ATTENDANCE POLICY INTRODUCTION**

Students cannot expect to learn or succeed in school unless they attend on a regular basis. When students are absent, they miss up to six (6) hours of instruction each day. While provisions can be made to make up some assignments, nothing can replace the instruction and interaction which has taken place in the classroom. To benefit from the primary purposes of the school experience and to develop appropriate work habits for employment in the work force as an adult, it is essential that each student maintain a regular punctual daily attendance in all assigned classes. School experiences are an important preparation for the future.

At the Learning Center, the teaching staff and administration hold high expectations with regard to attendance. Specifically, students are expected to:

1. Accept responsibility for their own actions related to their attendance. (A good rule of thumb to follow: Would the student's absence or tardiness be considered acceptable, appropriate, or "excusable" in the work place by an employer?)
2. Attend school on a regular, consistent basis and arrive promptly at their assigned classes.
3. Understand, and comply with the school attendance policies and demonstrate punctuality and effort toward successful school experiences.
4. Demonstrate respect at all times toward all school personnel when the attendance and tardy policy is being applied and/or administered.

## ATTENDANCE REQUIREMENT

Students are expected to attend school on a regular and consistent basis. Teachers at Learning Center utilize participation points for students enrolled in their classes. Students who miss school do not do as well as students who attend regularly; therefore, students that fail to attend regularly place themselves in jeopardy of receiving lower grades. Participation points can only be earned when a student is in class. Non-chargeable absences will not hurt participation.

When an absence occurs, it is the responsibility of the student to arrange a time with teachers to gather missing assignments or complete a missing quiz or test. This time might occur before school, during lunch, or after school. A general rule for making up work to be completed is one day for each day of absence. Long term absences will be dealt with individually by the teacher and student. The teacher syllabus may have department policies that further explain expectations on make-up work, testing, etc. Certain assignments/labs may be impossible for students who are absent to make-up. When this occurs an alternative assignment can be requested by the student unless they have exceeded 5 absences per term in the class or the student's absence is unexcused.

## EXCUSED ABSENCES

The following absences are considered to be excused and need to be verified by a written parental excuse or a phone call **within 48 hours of the student's absence**. If you are unable to contact the Attendance Office during working hours (7:15 a.m. until 2:45 p.m.), voice mail is available from 2:45 p.m. until 7:15 a.m. by calling 541-5138.

1. Illness or hospitalization. The school district reserves the right to require corroborative evidence when deemed necessary.
2. Serious illness or emergency in the immediate family.
3. Attendance at a funeral.
4. Religious instruction and/or obligations (arranged in advance).
5. Professional appointments which cannot be made after school (dentist, doctor, court appointments, etc.).

**NOTE:** Passes from the Main, Attendance, Student Services or Athletic Offices will be clearly marked "excused", "unexcused", or "non-chargeable".

## GUIDELINES REGARDING ABSENCES

1. If at any time a student's absence pattern is deemed questionable, an assistant principal will review his/her attendance record. If there is any question about the absences, a student/parent conference will be arranged with the assistant principal. Further action may be taken such as:
  - a. Requiring a doctor's statement for any future absences related to personal illness. Thereafter, absences not excused by a doctor will be considered as unexcused/truant.
  - b. Submitting a referral to the court for students under 16 years of age who are continually marked unexcused/truant. (Reference: Compulsory school attendance provisions of the Michigan School Code, MCL 380.1561-1599).
2. When students have accumulated five (5) total absences (excused or unexcused) in a 9-week marking period in relation to the attendance requirement, notification will be sent to the parents outlining the provisions of the policy.

## TARDY POLICY

Tardiness is disruptive to the smooth functioning of a classroom. Students are considered tardy if they are not inside the classroom by 7:40 a.m. Students will be marked tardy when late to class between 1-19 minutes late. Students will be marked **L-AL** if 20 or more minutes late to class. Tardies are recorded in the teacher record book.

Tardiness (unless detained by a staff member) is defined as an unexcused absence of a student after time that the class was scheduled to begin. **L-AL** is defined as an unexcused absence of a student from class when a student arrives to class 20 or more minutes late. **L-AL may not be excused, unless a student is late due to a medical, dental, or counseling appointment, a family medical reason, a funeral, or other cause as validated by the Administrative Assistant.** Staff members who detain students from reporting to class on time (not due to time make-up policy) will issue a pass to enter the next class. Staff members will honor these passes.

**TIME MAKE-UP POLICY & ATTENDANCE RECORD:** Students who are tardy must make up time based on the following:

TIME LATE	MAKE UP TIME	ATTENDANCE CODE
1 Minute or less	Held one minute after class same day	T
1-20 Minutes Late	Automatic 10 minute make up time with teacher served by the end of the following day	T
20 Minutes or later	Automatic referral to office. Private dining assigned.	L-AL
Gone entire period		A

The consequences of tardiness in any class are as follows:

MINUTES	CONSEQUENCES
1-3	Time make up policy is enforced. After 3 <sup>rd</sup> tardy, parent contact is made by the teacher.
4	A 20 minute after school make-up session is assigned and served with the teacher
5	Students will be assigned 1 day of Private Dining
6+	A parent and student conference will be scheduled and held with teacher and assistant principal. Lunch privileges will be suspended for a minimum of 1 week. Subsequent tardies will result in additional privilege restrictions.

Students must adhere to the policy when tardy to class. Failure to do so will result in an automatic referral.

## TRUANCY AND UNEXCUSED ABSENCES

The following absences are considered to be unexcused and/or truant:

1. Failure on the part of the parent to properly report an absence by telephone or note **after 48 hours of the student's absence.**
2. Being absent without parental approval.
3. Being absent from an individual class period without teacher permission.
4. Leaving school without following the "sign-out" procedure.

5. Conducting personal business that could be done outside the school hours (i.e. hair appointments, shopping trips, going out to lunch, etc.)
6. Oversleeping.
7. Transportation problems not caused by the school (i.e. car trouble, missing bus).
8. Students that leave class without teacher permission will be marked unexcused and will be served a Private Dining.

**NOTE:** All unexcused/truant absences will be recorded per class hour per nine (9) week marking period. Also, parents can request conferences at any time when concerns arise.

**The consequences for truancy and unexcused absences in any class are as follows:**

For any unexcused absence that occurs, the student forgoes any right to any work or assignments missed. Meaning: grades or credit will be recorded as a “zero” or “E” for the day/class period he/she is unexcused absent. Teachers will be provided with a list of students that have not been excused (unexcused) within 24 hours of the student absence so that assignment records can be recorded as “zero” or “E”. Example: A student marked absent on Monday, the teachers will have the posted list by the end of the day Tuesday to record the absence information in their record books.

In addition, the Main Office and/or the coordinator will contact parents to inform them of their students' absence problems. During the contact parents will be encouraged to speak with their child and outline the importance of school attendance and how non-attendance has a negative effect on their learning and overall grades. At the discretion of the coordinator, students may not be allowed to return to school after an unexcused absence until a parent/school conference has occurred. Ultimately, students being personally responsible for their attendance actions are of critical importance, if no unexcused absences occur, there are no assignments recorded as “zero” or “E” in regards to the unexcused absences attendance provision.

**NOTE:** Students that are persistently truant/unexcused absent will be in jeopardy of: 1) if they are 16 years of age being dropped entirely from school or 2) if they are not 16 years of age being continually suspended from school at the 1-10 days out-of-school levels. 3) reported to the TIP program.

**OFFENSE** – Conference with coordinator, parent notification and student will be assigned to Private Dining and loss of school privileges for 1 week.

**VACATIONS:** Parents are urged to take vacations with their children during the normal school vacation periods. With the implementation of the schedule, vacations scheduled during school time are not recommended. When this is not possible, the following criteria will be applied:

1. A three (3) day maximum family vacation per school year is allowed and is **not counted** against the five (5) day attendance requirement absence limit. Vacations in **excess** of three (3) days are charged against the five (5) day attendance requirement absence limit. Example: A family vacation of five (5) days, three (3) of those days are non-chargeable, the remaining two (2) days count against the attendance requirement.
2. Vacations require the student/parent to have a pre-arranged absence form filled out and on file in the Main Office.
3. The coordinator must be contacted for prior approval, arrangements must be made for necessary assignments and materials, and make-up work is to be completed as arranged between the student and teacher.
4. It will be the school's responsibility to inform parents and students of potential problems. Generally, these problems will on a concern with the student's academic standing and attendance record prior to the vacation.

### 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](http://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 Main Office or visit the district web site at [www.charlottenet.org](http://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.

### COMPUTER/EQUIPMENT/INTERNET USE POLICY

The goal of using computers and/or the Internet is to locate information for educational purposes that support specific curriculum objectives. Students using computers and/or the Internet will increase their technological skills, communication skills and information gathering skills as they work with data and other people. Students using computers/Internet agree to follow these guidelines:

1. I will not use the Internet unless I have a CharlotteNet account and/or Instructor's permission.
2. I will follow the Instructor's directions on the Internet and use it only for school purposes.
3. I will not abuse any policies, procedures or computer hardware, software, and/or other technology equipment.
4. I will not give out any personal information (*name, address, phone number*) about others or myself on the Internet without my Instructor's permission.
5. I understand that the Web Sites I access and the language I use on the Internet must be respectful, responsible, and educational. If I have any doubts as to the appropriateness of a Site, I will contact my Instructor **BEFORE** accessing that Site.
6. I will notify my Instructor immediately if a problem exists with hardware, software or Internet use.
7. I will not copy, alter, install, download or give out files unless I get permission from my Instructor.
8. Class accounts are to be used **ONLY** during that class period with permission from my Instructor (*no other time is allowed unless special permission is granted and supervision is provided by the classroom teacher in charge*)

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](http://www.charlottenet.org/technology.htm)

CHARLOTTE PUBLIC SCHOOLS  
BOARD OF EDUCATION STATEMENT OF  
ASSURANCE OF COMPLIANCE WITH STATE AND FEDERAL LAW  
The following information is provided for the protection of your civil rights.

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

**TITLE VI**

No person(s) shall, on the basis of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination.

Coordinator/Grievance Officer:  
Associate Superintendent for Curriculum  
378 State Street, Charlotte MI 48813  
517-541-5100

**TITLE IX**

No person(s) shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity for which Charlotte Public Schools is responsible.

Coordinator/Grievance officer:  
Associate Superintendent for Curriculum  
378 State Street, Charlotte, MI 48813  
517-541-5100

**SECTION 504**

No otherwise qualified handicapped person(s) shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which Charlotte Public Schools is responsible.

Coordinator/Grievance Officer:  
Director of Special Education  
378 State Street, Charlotte, MI 48813  
517-541-5130

**CIVIL RIGHTS COMPLAINT/GRIEVANCE PROCEDURE**

1. If any person believes that Charlotte Public School District has inadequately applied the principles and/or regulations of (1) Title VI of the Education Amendment Act of 1972, (2) Title IX of the Education Amendment Act of 1972 and/or (3) Section of the Rehabilitation Act of 1973, they may initiate a complaint/grievance to the local Civil Rights Coordinator at the following address:

Title VI: Associate Superintendent for Curriculum, 378 State Street, Charlotte, MI 48813, 517-541-5100

Title IX: Associate Superintendent for Curriculum, 378 State Street, Charlotte, MI 48813, 517-541-5100

Section 504: Director of Special Education, 378 State Street, Charlotte, MI 48813, 517-541-5130

2. The person who believes they have a valid basis for grievance shall discuss the complaint/grievance informally and on a verbal basis with the local Civil Rights Coordinator who shall investigate the complaint and reply with an answer to the complaint. They may initiate formal procedures according to the following steps.
  - a. A written statement of the complaint/grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days. The coordinator shall further investigate the matters of complaint/grievance and reply in writing to the complainant within five (5) business days.

b. If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, they may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

c. If the complainant remains unsatisfied, they may appeal through a signed, written statement to the Board of Education within five (5) business days of this complaint/grievance. The Board of Education shall meet with the concerned parties and their representative within forty (40) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

d. If at this point the complaint/grievance has not been satisfactorily sealed, further appeal may be made to the Michigan Department of Civil Rights.

#### Como se presenta una queja

Si el Charlotte Public School District no ha aplicado correctamente los principios y/o regulaciones de (1) Título VI del Education Amendment Act de 1972, (2) Título IX del Education Act de 1972 y/o (3) sección 405 del Rehabilitation Act de 1973, una queja será recibida por el Asesor (Mediador) local por derechos civiles a las direcciones siguientes:

Título VI: Associate Superintendent for Curriculum, 378 State Street, Charlotte, MI 48813, 517-541-5100

Título IX: Associate for Curriculum, 378 State Street, Charlotte, MI 48813, 517-541-5100

Sección 504: Director of Support Services, 378 State Street, Charlotte, MI 48813, 517-541-5100

Se presenta una queja con mérito en una manera informal y oral al Asesor (Mediador) local. Éste investigará la queja y responderá. Se hacen cargos formales de acuerdo con los procedimientos siguientes:

1. Se presenta una declaración escrita y firmada por el demandante al Asesor (Mediador) dentro de los cinco (5) días de trabajo después de recibir una respuesta a la queja informal. El Asesor (Mediador) investigará las circunstancias de la queja y responderá con una solución escrita dentro de cinco (5) días de trabajo.
2. Se apela la decisión del Asesor (Mediador) local por presentar una declaración de apelación firmada al Superintendent of Schools dentro de los cinco (5) días de trabajo después de recibir la solución del Asesor (Mediador). El Superintendent invitará a los interesados a una conferencia conciliadora. El Superintendent formulará una conclusión y mandará una respuesta escrita al demandante dentro de diez (10) días de trabajo.
3. Si no se ha llegado a una solución, se puede presentar la queja al Board of Education dentro de los cinco (5) días de trabajo después de recibir la conclusión del Superintendent (vea parte dos más arriba).

Para resolver la queja, el Board of Education se reunirá con los interesados y su representante dentro de los cuarenta (40) días de trabajo después de recibir la apelación. Se mandará una copia de la solución del Board a cada individuo dentro de los diez (10) días de trabajo partiendo de la fecha de esta conferencia.

4. Si se queda sin resolución satisfactoria, se puede presentar la queja al Departamento de Derechos Civiles de Michigan.

#### **Declaración de confirmación con la ley estatal y federal**

El Charlotte Public Schools Board of Education se conforma con todas las leyes y regulaciones estatales y federales que prohíben la discriminación y con todos los requisitos y regulaciones de los Departamentos de Education de Michigan y de Los Estados Unidos. Es la política del Charlotte Public Schools Board of Education que a ninguna persona por razones de su raza, color de la piel, religión, origen nacional o antepasados, edad, sexo, estado civil o incapacidad física, se le será discriminada,

excluida de participación, negada los beneficios, o de otra manera sometida a la discriminación en cualquier programa o actividad por lo cual sea responsable o por cual recibe la ayuda financiera de los Departamentos de Educación de Michigan o de Los Estados Unidos.

**Titulo VI**

A ninguna persona, por razones de su raza, color de la piel, o origen nacional se le será excluida de participación, negada los beneficios, o sometida a la discriminación.

Asesor (Mediador) Especial  
Associate Superintendent for Curriculum  
378 State Street, Charlotte, MI 48813  
517-541-5100

**Titulo IX**

A ninguna persona, por razones de sexo, se le será excluida de participación, negada los beneficios, o sometida a la discriminación en cualquier programa de educación o actividad por lo cual Charlotte Public Schools sea responsable.

Asesor (Mediador) Especial  
Associate Superintendent for Curriculum  
378 State Street, Charlotte, MI 48813  
517-541-5100

**Seccion 504**

A ninguna persona calificada con incapacidad física se le será, solamente, por razón de inhabilidad, excluida de participación, negada los beneficios, o sometida a la discriminación en cualquier actividad por lo cual Charlotte Public Schools sea responsable.

Asesor (Mediador) Especial  
Director of Special Education  
378 State Street, Charlotte, MI 48813  
517-541-5130