

CHARLOTTE MIDDLE SCHOOL

As your administrators, we are happy to welcome you to the 2011-12 school year. Please review this Student Handbook with your child. His/her teachers have discussed it in class referencing the important parts of daily student life as to support a safe and secure learning environment. It is so central to success in school that there is a periodic review of important sections of the handbook during the year.

It is essential that the school and home work together to assure that all students meet the high expectations for behavior established by Charlotte Middle School. Parental support is vital in setting these expectations as to enable students to succeed in both the school and the community. After reviewing the Student Handbook please sign and return the signed form to the school.

Mr. Wayne Brown
Principal

Mrs. Rachael Postle
Associate Principal

DISTRICT APPEALS PROCESS

It is the goal of the staff and administration of Charlotte Public Schools to answer questions or deal with student/parent concerns as quickly and efficiently as possible. If a problem or concern arises, please contact the employee who is most directly involved with the issue. If you are not satisfied with the information received, please follow the "chain of concern" as listed below.

Question or Concern	Step # 1	Step # 2	Step #3	Step # 4	Step # 5
Instructional Classroom Issue	Teacher	Principal	Assistant Superintendent of Instruction	Superintendent	Board of Education
Student Disciplinary Issue	Teacher	Assistant Principal	Principal	Superintendent	Board of Education
Athletic Issue	Coach	Athletic Director	Principal	Superintendent	Board of Education
Transportation Issue	Bus Driver	Transportation Supervisor	Associate Superintendent for Operations	Superintendent	Board of Education
Business Issue	Business Department	Superintendent	Board of Education		
Policy Issue	Superintendent	Board of Education			
Employment Issue	Human Resources	Superintendent	Board of Education		

TABLE OF CONTENTS

I DISTRICT APPEALS PROCESS		Disciplinary Actions	12
		Due Process	14
II ATTENDANCE		Harassment	14
Absences	2	Police Involvement	14
Closed Campus	2	Positive Behavior Supports	14
Closing School	2	Search and Seizure	15
Make-Up Work	2	Student Assistance Programs	15
Make-Up Tests	2	Use of Drug Dogs	15
Passing/Hall Passes	2	Use, Poss. or sale of Alcohol And Drugs	15
Skipping Class	3	Weapons/Firearms	15
Signing Out	3	Solicitation	16
Tardiness	3	Technology/AUP	16
Transferring	3	V GUIDANCE	
Truancy	3	Academic Integrity	17
Vacations	3	Expectations for Homework	17
III EXPECTATIONS		Grading	17
Dress for Success	3	Promotion/Placement	18
Personal Property	4	Honor Roll	18
Expression/Publications	5	Honor Society (NJHS)	18
Lost and Found	5	Scheduling Assignment	18
School Property	5	Sex Education	19
Emergency Medical	7	Student Assistance Program	19
Events/Trips	8	Substitute Teachers	19
Eighth Grade Recognition	9	Career Pathways	19
Parent Involvement	9	V RIGHTS	
IV DISCIPLINE		Compliance with Law	19
Appeal Process	10	VII SIGNATURE PAGE	
Bullying	10		
Code of Conduct	10		

CHARLOTTE MIDDLE SCHOOL

II. 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 attendance at school. Good attendance is important in order for children to be successful in school. All students are expected to attend school regularly. It is important for students to be on time for classes in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Chronic absence problems will be referred to the Eaton Intermediate School district with possible court involvement.

- Charlotte Public Schools promote high expectations and academic achievement for all students. It is important that children learn the value of prompt and regular attendance.
- Frequent absences from school disrupt the continuity of instruction that is lost and cannot be entirely regained. The process of education requires a continuity of instruction, classroom participation, learning experience and study in order to maximize each child's education opportunity. This is the well-established principle of education that underlies and gives purpose to the requirement of compulsory school in this state.
- Attendance and punctuality in class are proper educational values and are part of the behavior expected of the student both in his/her academic setting and his/her community at large.
- Parents are required to telephone the school (517-541-5710) on the day of the student's absence or tardiness. If that is not possible, the student should bring a note to the attendance office upon returning to school. The note must state exact date(s) of absence(s) or tardiness and a description of the reason for absence. If an excuse is not received by either of these ways within 48 hours after an absence, the absence will be unexcused.

A. ABSENCES

EXCUSED

A student receives an excused absence whenever he/she is given permission by the school principal/school attendance officer to leave or be dismissed from one or more classes, school-sponsored program or school-related activities. A student receives an excused absence when he/she is absent from school for the following reasons:

1. Serious illness of a family member;
2. Death in the family;
3. Military Deployment;
4. Illness, injury, dental or medical services of the student;
5. A required appearance in court;
6. A required observance of a holiday or ceremony of the student's religion; or
7. Personal reasons that the principal or his/her designee may consider justifiable when requested in advance. Excused absences for justifiable personal reasons will be based on the student's current academic performance and a pattern of regular school attendance. The student's teachers may be asked to review the request, but the final decision will rest with the principal or his/her designee. If the student does not meet the above-mentioned criteria, the request will be denied, all days absent will be unexcused. Maintenance of a 2.0 GPA or better will be considered an important criterion for favorable approval.

Absence for any reason other than the (6) above-listed categories will be unexcused unless the principal determines that extenuating circumstances exist.

UNEXCUSED

A student who is absent from class without proper verification is truant (unexcused). Truant students can expect disciplinary action to be taken. This action may include, but is not limited to, contracts by the school attendance officer, conferences with parent/guardian, legal notice sent to the home, contact by county attendance officials and court referral. Also, disciplinary action may include detentions and/or out-of-school suspension.

If a student has been absent from school because of illness and is at a school activity that day after school is dismissed, at a job, etc., he or she will receive an unexcused absence from school unless arrangements have been made to attend with the principal prior to the activity. Students who become ill should report to the office. Spending a class period in the restroom because of illness, without notifying the office will be considered an UNEXCUSED absence. Student suspension days are unexcused.

B. CLOSED CAMPUS

Students attending School will be required to remain upon school property during the entire school day. Example - when students arrive in the morning, by school bus, walking, or car, they will remain on school property until the end of the day. Students may not go into the community before first hour begins, at lunchtime, or at the conclusion of the day before the school busses arrive. Special circumstances, which would warrant an exception to the policy, (students going home for lunch, dental appointments, funeral, etc.) may be handled by the parent either in writing or phoning the middle school office. Parents must sign-out students whenever leaving campus.

C. CLOSING SCHOOL

Due to Michigan's unpredictable weather climate, such as snow, ice, or fog, school delays or cancellation of the school day, may be required. **WATCH & LISTEN FOR – EATON COUNTY – CHARLOTTE PUBLIC SCHOOLS** on the radio and watch the TV early in the morning if you feel weather may be inclement. Unless you have heard a statement on the radio or television, school IS scheduled to be open, even when it is foggy, snowing or other circumstances. Please DO NOT call the Transportation Office. If school is delayed or closed, the announcement will be on the following radio and television stations (at print time):

TV
WLNS TV-6
WILX TV-10
WSYM TV-47
WLAI TV ABC-53

Radio
WFMK 99.1
WJIM 97.5
WIXQ 106
WMMQ 94.9

Radio
Z101.7
WXIK KIX 94
WUFN 96.7
WWKN 104.9

Radio
WBCK 930 AM
WNWN 98.5
WSAE 104.7

D. MAKE-UP WORK

IT IS THE STUDENT'S DUTY TO FIND OUT MAKE-UP WORK ON THE DAY OF RETURN. Teachers will supply make-up work for absences.

E. MAKE-UP TESTS

Teachers will supply make-up tests for all absences.

F. PASSING/HALL PASSES/AGENDAS

Your agenda is your hall pass and is necessary for students to be able to move about the building during regular class time. Agendas will be used by administrators and staff members and should reflect specific information such as time of departure, destination, and signature of the person issuing the pass. We expect that all students will not abuse the privilege of having a hall pass by getting to their destination as soon as possible. Failure of students to follow this process will result in disciplinary action.

G. SKIPPING CLASS

If a student leaves school or class before the end of the regular school day for any reason without checking out in the office, they will be unexcused for the time missed unless the principal determines that extenuating circumstances exist that warrant an excused absence. Skipping a class will result in a detention.

H. SIGNING OUT/LEAVING SCHOOL

Students needing to leave the building for legitimate reasons during the school day must sign out in the Main Office. No student will be permitted to sign out without parent permission. Students who fail to sign out properly will face disciplinary action. This will be considered skipping. When students arrive late in the morning, they are to report to the Main Office and will be issued a pass which will indicate arrival time and whether the tardiness is excused. Students will not be allowed to class without an office pass. Once students are on school grounds, they are not to leave without permission from the office.

Once school is dismissed, students are to be out of the hallways. If students have an activity after school, they are to be in their designated area with a supervisor.

As a courtesy to the teachers, we request all absences other than illness and family emergencies be planned for in advance. A parent or guardian's request for a student's absence should be presented to the Main Office and an advance excuse slip will be issued. This advance excuse slip should be signed by all of the student's teachers and returned to the Main Office before the date of the proposed absence.

I. TARDINESS

Students at Charlotte Middle School are expected to be on time for every class. Students are given five minutes between each class period to manage their personal habits and gather books and materials for their next class(es). It is not necessary for students to go to their locker after each class. Passing time is not a time for social gathering or other related activities. Students will be considered tardy to class if they are not physically present in the classroom when the expected time for the class is to begin. Students who arrive late to school must report to the office first. Continued tardiness may result in referral to Truancy Intervention Program.

J. TRANSFERRING

Please report that you will be moving to another school district as soon as possible. You must secure a "Withdrawing from School" form from the Guidance Office and check out with each of your teachers. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

K. TRUANCY

1. When a student has accumulated eight (8) absences in a class, a letter will be forwarded to the parents/guardians from the principal's office.
2. The principal or the individual classroom teacher may wish to schedule a conference with a student and his/her parents/guardians to resolve sporadic absence or attendance problems.
3. If absences continue, the student will be referred to the truancy intervention program. The principal will make an assessment of the attendance problem, verify steps of intervention, ascertain whether due process has been followed, and determine if further opportunity for schooling should be provided. The student and his/her parents/guardians may sign a contract with the principal to assure that attendance will be corrected.

L. VACATIONS

Parents are urged to take vacations with their children during the normal school vacation periods. 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 attendance requirement absence limit. Vacations in excess of three (3) days are charged against the attendance requirement absence limit.
2. Vacations require the parent to have a pre-arranged absence form filled out and on file in the Attendance Office.
3. It will be the teachers' responsibility to inform parents and students of potential problems. Generally, these problems will raise a concern with the student's academic standing and attendance record prior to the vacation.

III. EXPECTATIONS

To ensure a safe, productive and enjoyable school experience for everybody, you are expected to behave in an appropriate manner. These standards will be expected of you while on the way to school, at school or on the way home from school. The next section will assist you in understanding what you should expect while a member of the Charlotte Middle School as well as what will be expected of you.

A. DRESS FOR SUCCESS

DRESS AND GROOMING (Board Policy 5511)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty and good sense in attire and appearance;
- C. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school

Students and parents have the right to determine a student's dress, except when the school administration determines a student's dress is in conflict with state policy, is a danger to the students' health and safety, is obscene, or is disruptive to the teaching and/or learning environment by calling undue attention to ones self. Examples would include, but are not limited to the following:

CHAINS

One chain less than 18" and ½" or less in diameter for link width may be worn. The 18" limitation of the chain includes any connection pieces. Items such as straight or safety pins, spikes and similar items, which serve no useful dress function or may be dangerous, will not be permitted.

CLOTHING

Clothes that advertise or condone the use of alcohol, tobacco, drugs, violence, vulgarity or obscene language will not be allowed. Mutilated clothing – no rips in pants above the tips of the fingers with arms and shoulders extended down or exposing any undergarment.

COATS

The wearing of coats (jackets) during school hours is prohibited.

GANG ATTIRE

The school reserves the right to ban any item worn on a person which implies or suggests gang involvement or which could be construed as dangerous.

HATS

Students may not wear baseball caps, hunting caps, sweatbands, visors, bandanas, hoods, scarves, etc. inside the school. Specifically, any item, which covers one's head area, is not permitted during the school day. NOTE: The principal is permitted to designate special dress days at which time hats may be worn.

MIDRIFFS

Students must cover midriffs. (No stomachs exposed). Pants must be worn at waist level. If pants are unable to stay up, binder-twine will be provided to maintain waist level.

PAJAMA PANTS

Pajama pants are not allowed in school.

SHOES

Shoes must be worn in school at all times. No slippers.

SHORTS/SKIRTS

The length of shorts/skirts must be below the tips of the fingers with arms and shoulders extended down. Shorts with rips or tears are not acceptable.

SHOULDERS

Shoulders must be covered. No halter tops or tank tops boys and girls. All tops must have sleeves. If an athletic jersey is worn revealing the shoulders, a t-shirt should be worn under the jersey.

In the event of a student being incorrectly dressed, parents will be called and/or disciplinary action may result.

CONSEQUENCES: FAILURE TO COMPLY WITH DRESS STANDARDS MAY RESULT IN THE FOLLOWING:

- Students will be asked to turn the clothing inside out (in the case of offensive language or graphics).
- Students will be given twine to hold up pants.
- Students may be asked to change into appropriate clothing.
- Parent may be called to bring in appropriate clothing.
- Students may be sent home.

ANY SCHOOL STAFF MEMBER CAN ENFORCE THIS DRESS CODE. THE SCHOOL DISTRICT OR BUILDING RESERVES THE RIGHT TO AMEND THIS DRESS CODE AT ANYTIME WITHOUT WARNING.

B. PERSONAL PROPERTY

All personal property is the responsibility of the student. At no time shall the district be responsible for preventing theft, loss or damage. Students are recommended not to carry valuables or large sums of money. Students are reminded that they should lock their hall and gym lockers at all times.

BACKPACKS AND PURSES

Backpacks, purses, duffie bags, totes, book bags, gym bags, etc. may be used to carry student items from home to school. However, backpacks, purses and duffie bags must be stored in student lockers and may not be taken into the classrooms.

BICYCLES

Students riding bicycles to and from school should exercise extreme caution. Racks are provided on school property (South of Building). Bicycles are to be placed in the racks, provided by the school, upon arrival at school. It is advisable to lock your bicycle.

MULTIMEDIA PLAYERS

CD Players, Gameboys, MP3 Players, etc. are prohibited for use during school hours or during school events. They are only allowed with permission from building principal. Players visible during school hours will be confiscated.

RECORDERS

Tape Recorder, Video Recorder, Cameras, MP3 Recorder, etc. are prohibited for use during school hours or during school events. They are only allowed with permission from administration for educational or instructional purposes. Recorders visible during school hours will be confiscated.

SKATEBOARDS/ROLLER BLADES

Skateboards/Roller Blades/Scooters/Heely's/Wheely's/etc. are never allowed to be used in the school and are not to be used outside on the school campus during the school day.

WIRELESS/ELECTRONIC COMMUNICATION DEVICES (WCDs)

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECD's) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action. The school prohibits the use of any video device from any restroom, locker room or other locations where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive days of Alternate Day Assignment or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense

C. EXPRESSION/PUBLICATIONS

The school recognizes the right of students to self-expression. With the right of expression comes the responsibility to act appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing; banners; and audio and video materials. All items must meet the following school guidelines and need to be to the principal 48 hours prior to display or distribution for prior approval.

Material cannot be displayed if it:

- Is obscene, libelous, indecent or vulgar;
- Advertises any product or service not permitted or approved;
- Intends to be insulting or harassing;
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods or during times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations as long as exits are not blocked and there is proper access and egress to the building. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of school or classroom is inappropriate and prohibited.

D. LOST AND FOUND

Items of clothing, school materials and other personal belongings found in the school or on the grounds will be placed in the lost and found, located inside the office. Many items go unclaimed each year because students fail to check. Unclaimed items are donated quarterly.

E. SCHOOL PROPERTY

CAFETERIA

1. Students who eat hot lunch are to go to the Cafeteria immediately after being released.
2. All food must be consumed in the Cafeteria and/or Cafetorium. Students are expected to clean up his/her eating area and return trays, silverware, dishes, etc. to the designated area. There will be waste receptacles conveniently located for food wrappers, food scraps, etc. Students who fail to clean up their lunch materials will be assigned cafeteria duties.
3. Families can apply for free or reduced breakfast and/or lunch. Please inquire at office for forms.
4. The Cafeteria, besides a lunchroom is also a place where good human relations are developed. Here each student is expected to practice the general rules of good manners, which one should find at home. Some simple rules of courteous behavior are:
 - a. Keep proper place in line. Be respectful to others by not cutting.
 - b. Be orderly and observe good table manners.
 - c. Remain seated at the table as much as possible.
 - d. Treat those serving courteously.
 - e. Leave table, chair, floor and the surrounding areas clean and orderly.
 - f. Return tray to proper places and deposit refuse in waste receptacle.
 - g. Any food item or beverage must be consumed in the cafeteria. The only beverage allowed in the halls or classrooms is bottled water.
 - h. Students are not permitted to leave school grounds during the lunch period.
5. Students who do not obey these rules may be required to clean and/or lose the privilege of eating in the cafeteria.

CLASSROOM

1. Report on time and in an orderly manner.
2. Bring all necessary materials.
3. Give the class work undivided attention.
4. Have assignments prepared to the best of your ability.
5. Make a positive contribution when called upon.
6. Maintain a friendly and courteous attitude; listen to and respect others ideas.
7. Refrain from unnecessary noises, clowning, giggling, or loud laughing.
8. Never copy or help others to cheat.

9. Work to make our school better.

CORRIDORS/HALLS

1. Walk on the right side of the hall and move along in an orderly manner. (no running)
2. Keep hands and feet to yourself.
3. Use quiet respectful voices and be considerate of classes in session.
4. Refrain from slamming lockers or any unnecessary noise.
5. Help keep the floor and walls clean.
6. You must have your agenda signed for passing and go directly to your destination.
7. Do not block hallway by visiting with others.

DROP-OFF AREA

1. Students should not arrive at school before 7:20 AM and may not enter the building until that time.
2. Students are to be dropped off at the west entrance and are to wait in the vestibule until the 7:20 AM bell.

GYMNASIUM

1. Wear gym shoes when playing in the gym.
2. Keep drinks and food out of the gym.
3. Students should not touch light switches.
4. Physical education is required at the middle school.
5. All students are to participate every day unless they have a doctor's excuse.
6. A student may be excused one day from physical education with a written excuse from the parent; all days thereafter will be UNEXCUSED without a doctor's excuse.
7. All students participating in physical education are to be properly dressed at all times.

LOCKERS

1. Each student is assigned a locker for the storage of books and equipment at the beginning of the year.
2. Keep your locker neat and orderly at all times. Stick-on decals or other inappropriate materials are not permitted.
3. Lockers, desks and other containers or storage areas assigned to students are owned by the Charlotte Public School System and 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.
4. Keep your locker locked at all times and put your combination in a safe place.
5. Do not change lockers without permission from the office.
6. No student will be allowed to go to his hall locker while classes are in session unless he receives special permission.
7. Do not give anyone your locker combination.
8. Students should not store large sums of money in their locker or at school.
9. Report locker problems to the Main Office. Damage will be assessed at the end of the year and students will be billed for any damage caused by inappropriate use of their locker.
10. Students may lose locker privileges for the following reasons:
 - a. Kicking/Punching any locker
 - b. Giving your combination to another student
 - c. Misuse or any form of vandalism
 - d. Accessing the locker during unauthorized times

MEDIA CENTER

1. No food or drink.
2. Return books and magazines on time.
3. Maintain a quiet atmosphere conducive to study at all times.
4. Avoid disfiguring library materials, books and magazines.

Students are subject to fines and restrictions if borrowed materials are not returned on time or in good condition as outlined in the [Media Center Overdue Policy](#). Copies of the policy are available in the Media Center.

Students may borrow audiovisual equipment for completion of class assignments in school. Appropriate loan forms must be filled out. Use of a video camera requires parental approval and signature.

OFFICE

1. The school secretary is on duty from 7:00 A.M. until 3:30 P.M.
2. All supplies and equipment borrowed from the office must be returned. The student will pay for any equipment not returned to the office. Office materials are not to be taken out of the building.
3. Articles found in the school should be turned into the secretary who handles the "lost and found".
4. Office phones may be used for emergency calls and school business only.
5. Work Permits are obtained from the office.
6. Announcements are read daily. An announcement will not be read unless a sponsor signs it.
7. At no time should a student go behind the counter without permission.

OUTSIDE

The area around the building is designed for you to enjoy and you may use the grounds on the north side of the building during lunch hour within the following guidelines:

1. You must remain on school property, once on school property. The woods, football field, and west parking lot are off limits unless you are with a staff member.
2. Use a normal tone of voice. Screaming or shouting is prohibited.
3. Pushing, shoving, grabbing, hitting, tackling and wrestling are not permitted.
4. Snowballs are not allowed to be thrown on school property. Pupils found throwing snowballs will be subject to disciplinary action and liable for any damages.

POSTERS

No posters, stickers, placards, or notices are to be posted anywhere in the building without prior approval of the building administration.

TEXTBOOKS

Textbooks are provided free for the use of students. Teachers record the number and the condition of the book issued to each student and holds the student responsible for the return of that book. If a student loses a book, he/she must pay for it before a second book is issued. Students will be charged for any damages to textbooks assigned to them. This includes library books and magazines. All lost books are paid for in the main office.

UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

F. EMERGENCY/MEDICAL

CONTACT SHEETS (EMERGENCY)

State law requires that all students must have an emergency contact form completed, signed by a parent or guardian and filed in the office. Please inform the main office if there is a change in telephone number or address at any time during the school year or when the new forms are sent home at the beginning of the new school year. Failure to notify of a change may not allow the school to contact a parent/guardian when necessary. If you do not have a phone, please supply us with the phone number of someone who could be reached in case of an emergency or if student becomes ill.

CONTROL OF CASUAL COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Department. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff person in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HVC (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

EMERGENCY DRILLS

- **FIRE DRILLS**-Eight (8) fire drills will be held periodically during the school year. 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.
- **SEVERE WEATHER DRILLS**-The school will conduct two (2) tornado drills during the school year. A very serious attitude is expected from all students during a severe weather drill. Each of the students' teachers will give instructions as to where to go in case of a severe drill. **WALK QUICKLY AND QUIETLY** to your assigned places. There is to be no talking.
- **LOCKDOWNS DRILLS**-Two (2) Lockdown drills will be held during the school year. The signal will be a principal or designee announcing the Lockdown. Each of the students' teachers will give instructions as to where to go in case of a Lockdown drill. **WALK QUICKLY AND QUIETLY** to your assigned places. There is to be no talking.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. The district special education coordinator must approve all applications. The district will provide homebound instruction only for those confinements expected to last at least 5 days.

A physician licensed to practice in the State of Michigan, a parent, a student, or other caregiver shall make applications for individual instruction. A physician must: certify the nature and existence of medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

IMMUNIZATIONS

Michigan Department of Health regulations require that every child who is admitted to public school must present evidence of vaccinations for diphtheria, tetanus, whooping cough, hepatitis B, polio and measles (rubeola and rubella). Parents are notified by mail if there is need for further medical evaluation. Parents must report if child has had the chicken pox disease. If the child has not had the chicken pox, parents must show proof (month/yr) that the child has received the chicken pox vaccination (varicella, varifax).

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. The student will be treated and may return to class. If medical attention is required the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

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.

As in prior years, the safety of students is a high priority at Charlotte Public Schools. We are sure you are also concerned about the safety and well being of your children throughout their 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 parents to purchase and maintain such coverage for their children. The school district does not purchase insurance coverage 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 need supplemental insurance coverage for accidents or injuries, you should contact your local Charlotte insurance agent.

MEDICATIONS

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. Any student who has prescriptive medication may be eligible for supports and services under section 504. For further clarification please contact school guidance.

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. 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.
5. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
6. Medication is stored in a locked cabinet 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.
7. Communication between parent/guardian, school personnel, and physician, is 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 or administration office.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, tornado and accident reporting. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical form completed, signed a by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by physician, to the School Office.

G. EVENTS/TRIPS

Events/trips are planned periodically and are open to CMS students only. Parents are welcome to attend and are many times needed as volunteers to ensure their operation. Event/trip afternoons may need to be postponed or cancelled if enough parent volunteers are not available to assist.

The cost of the event/trip will be determined by the cost of total event. Refunds for cancellation by a student or their parents may result in full, partial, or no refund depending upon the circumstances and availability of refunds from transportation or other providers.

Parents will receive notice in advance of scheduled event/trip. At parent may deny participation by sending a note to the teacher. All students riding to any event/trip must also ride home on the bus. The only exception will be written permission from the parent in advance and principal approval. All handbook rules apply for all trips.

Students who have any of the following consequences maybe ineligible to go on that event/trip:

- Students who are on suspension during the week of the event/trip
- Students who have received one out of school suspension during the month of the event/trip
- Students who have been suspended out of school for more than two times over the course of the year

ATHLETIC

Cheer the good plays and display good sportsmanship.

Consider those from other schools as guests.

Be considerate of other spectators.

Cooperate with cheerleaders.

Refrain from booing and rude remarks and discourage others from doing so.

Refrain from loitering in corridors or other parts of the building.

ASSEMBLIES

An assembly is a time when we get together as a large group and information or talent is shared. Because an assembly typically has a guest speaker, you will be expected to exhibit exemplary behavior.

Enter orderly and take seat promptly.

Give entire attention to speaker/performer; listen courteously whether program seems interesting or not.

Refrain from talking, whispering or eating during program.

Applaud heartily at appropriate time only.

Avoid whistling, stomping and yelling except at request of cheerleaders at pep rallies.

CLUBS AND ORGANIZATIONS

Clubs and organizations (Ski club, yearbook club, etc.) can be organized as the need arises. All clubs and organizations will come into being only if they are related to the school program in a positive manner as determined by the Principal. All major events must be cleared through the Principal. If an event is not approved by the Principal and placed on the school calendar it will not be held. All handbook rules apply for club and organizational meetings. Students who have been suspended out of school for more than two times over the course of the year maybe ineligible for clubs:

DANCES AND PARTIES

Following are the rules established to control the activities of those attending school functions so that the dance or party is an enjoyable event for all.

A committee of adults shall be responsible for the admission of those attending. They shall refuse admission to those students who are not allowed to attend.

- Remember to conduct yourself as a lady or gentleman at all times. The committee shall refuse admission to any or all persons under the following conditions:
 - Dress properly using the guides established prior to the activity. (Dress for Success)
 - Students drinking, in possession of, or under the influence of alcoholic beverages or drugs.
 - Students' smoking/chewing tobacco.
 - Remember you are still in school and subject to school rules and regulations.
- Students attending dances and activity nights must remain in the building. Loitering in the school parking lot will not be tolerated. If a student leaves the building, without permission, he must leave the school property and will not be allowed to return.
- At least one sponsor or teacher will be present at the event. Also, at least two parents shall be in attendance, acting as chaperones.

H. EIGHTH GRADE RECOGNITION

Participation in the Eighth Grade Recognition is a privilege, not a right. Students must be in good standing to be in the Ceremony. The receipt of a completion document does not in any way guarantee placement into the ninth grade. This is a ceremonial document only and all grades must meet the academic standards as identified by this handbook. Appropriate dress should be worn to the event and must follow all handbook guidelines.

Throughout the school year teams recognize and award deserving students for academic achievement and citizenship. In addition, the 8th grade has a special recognition at the end of the year where awards are given to students that have demonstrated exceptional talents in academic, extracurricular events and citizenship.

AWARDS CRITERIA

- All "A/B" Certificate
 - Students who received a 3.5 GPA or greater.
- President's Educational Awards Program (PEAP) - Gold Seal
 - Eighth grade students who have a cumulative 3.75 or higher grade point average and excellent citizenship.
- Instrumentalist Award
 - Recognition of outstanding contributions to the school music program.
- Perfect Attendance
 - Students with zero days absence in their eighth grade year.
- NJHS
 - Students with a cumulative 3.7 or higher GPA, and who demonstrates character, scholarship, leadership, citizenship and service.
- Nash Citizenship
 - Students nominated by a teacher based on their GPA and Citizenship

I. PARENT INVOLVEMENT

Parents are always welcome at the middle school. The active involvement, cooperation and assistance from parents are essential to effectively educate children. Some different ways parents can become involved in our school are listed below. Please contact our office if you are interested in donating your time and service.

PARENT TEACHER ORGANIZATION

There is an active "Parent Group" at CMS. We encourage parents to become involved in our parent teacher organization. Some of the activities sponsored by this group are: school-wide fundraisers, Activity Afternoons, volunteer coordination, and arranging for speakers for parents, students, and the community.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled each year. Announcements as to specific dates and times will be made through the Student Bulletin as well as the local news media. Parents are urged to call the school to arrange a conference any time they have questions or concerns.

PARENT SPECTATOR/FANS

Parents have several opportunities to view their children in co-curricular and extra-curricular activities. Classroom plays, drama plays, athletic contests, band concerts, choral concerts, etc.

PARENT VISITOR

Parents are welcome to visit. All visitors to Charlotte Middle School are required to sign in at the Main Office upon arriving on our campus. An appointment must be made with the building principal at least 24 hours prior to visiting classrooms. Students from other schools are prohibited from visiting CMS.

PARENT VOLUNTEER

Some possible areas for volunteering are presenter, chaperone (field trip, activity night, dance), etc.

NON-CUSTODIAL PARENTS

- We assume that both parents have equal rights relative to their children and the school unless we receive specific instructions to the contrary from the custodial parent.
- If a parent is to be denied contact with a child or knowledge about the child, the school will need a copy of the court order.
- In the absence of such restrictions, we will afford access to school records and confer with both parents.
- If non-custodial parents wish to receive duplicate correspondence regarding school activities and functions, they will need to provide the office with self-addressed stamped envelopes.

IV DISCIPLINE

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of legally sound procedures is developed with regard to the administration of discipline in the Charlotte School System.

A. 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 (middle school principal). This should be initiated in writing within 24 hours. Any appeals beyond the middle school principal will be resolved by the superintendent or a designee.

B. BULLYING

Defined as any ongoing physical or verbal mistreatment where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students. Examples of bullying behavior include but are not limited to verbal and written offensive name-calling and threats, aggressive personal contact, intimidating body language, invading personal space, and damage, destruction, and theft of property. The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

BULLYING— intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

AGGRESSIVE BEHAVIOR

is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

C. CODE OF CONDUCT

The primary objective of the Student Code of Conduct is to assist each student in developing responsible, self-controlled behavior. If it becomes apparent one mode of discipline is not effective, others may be tried. Major discipline problems will be dealt with immediately and contact with parents made after the fact (i.e. smoking, fighting, disrespectful conduct, etc.). Our philosophy is based on three general objectives:

- 1.To help students mature and learn acceptable behavior.
- 2.To provide a safe and effective learning environment for all students at Charlotte Middle School.
- 3.To have students show respect to school and student's property and all people at Charlotte Public Schools.

It is important that parents, staff and students work together to maintain a positive, educational atmosphere. Our goal is that each student learns to be responsible for his or her own actions. Every student and staff member has a right to personal safety and freedom to learn.

Discipline will be progressive. Repeat violations may increase the consequences. The school district reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion for unacceptable behavior regardless of whether it is the first offense. The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and possible consequences for similar incidents.

The following is a list of unacceptable student behaviors and the consequences that will result for any student, regardless of age, who is under the schools' jurisdiction. Matters omitted from the final list should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the middle school. These policies are applicable to all school-related activities and also apply while the student is on school property, before or after school, en route to and from school on district provided transportation.

OFFENSE	OFFENSE: CONSEQUENCES
Academic Dishonesty/Cheating: Students found to be guilty of "cheating" or plagiarism on assignments, quizzes, and/or tests.	1 st : Detention alternate assessment assigned by instructor. 2 nd : Suspension and parent meeting.
Aggressive Misbehavior: The act of purposeful aggressive misbehavior.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 3-5 day suspension and possible referral to police.
Assault and Battery/Fighting: The act of quarreling involving bodily contact in or on school property including any other activity under school sponsorship (i.e. dance, athletic events, etc).	1 st : 3 day suspension potential expulsion and possible referral to police. 2 nd : 5 day suspension and potential expulsion and possible referral to police. 3 rd : 10 day suspension and potential recommendation for expulsion and possible referral to police.
Alcohol and Drugs: Possession of, use of, under the influence of alcoholic beverages, narcotics, prescription drugs, Tylenol and similar over the counter medication, inhalants or drugs, including look-a-like drugs or what is represented as a drug, or alcohol inclusive or any other related paraphernalia (including rolling papers, pipes, etc.). Complete policy found on page 15.	1 st : 10 day suspension potential recommendation for expulsion and referral to police. May be reduced to a 10 day suspension if student and parent agree to substance abuse evaluation and complete any recommended treatment.

	2 nd : 10 day suspension recommendation for expulsion and referral to police
Alcohol and Drugs (Transferring, Distributing and/or Sale): Transferring and sale of alcoholic beverages, narcotics, prescription drugs, Tylenol and similar over the counter medication, inhalants or drugs, including look-a-like drugs or what is represented as a drug, or alcohol inclusive or any other related paraphernalia (including rolling papers, such as "zig zags", pipes, etc.). Complete policy found on page 15.	1 st : 10 day suspension and potential recommendation for expulsion Eaton County Substance Abuse and recommendation for expulsion and referral to police.
Arson (Starting a fire): A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student 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).	(Accidental): Pay damages, minimum 5 day suspension potential recommendation for expulsion and referral to police. (Intentional): Pay damages, minimum 10 day suspension potential recommendation for expulsion and referral to police.
Assault: When a student attempts to cause physical harm through force or violence to another student, school employee, visitor or contractor. No student shall engage in an aggressive action upon another individual or individuals through verbal or physical threat, either on school property or on the way to and from school. A student may also be held responsible for statements and or actions, which directly provoked aggressive action by another student.	1 st : 3-10 day suspension potential recommendation for expulsion and possible referral to police. 2 nd : 5-10 day suspension potential recommendation for expulsion and possible referral to police. *Assault of a school employee is a 10 day suspension potential recommendation for expulsion and possible referral to police.
Premeditation will increase duration of suspension.	
Breaking entering school property (also called burglary): Defined as a crime the essence of which is entry into a building for the purposes of committing an offence.	1 st : Payment of damages, 10 day suspension potential recommendation for expulsion and referral to police.
Bullying: Defined as any ongoing physical or verbal mistreatment where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students. Examples of bullying behavior include but are not limited to verbal and written offensive name-calling and threats, aggressive personal contact, intimidating body language, invading personal space, and damage, destruction, and theft of property.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 5 day suspension potential recommendation for expulsion and referral to police.
Computer Piracy: Having possession of and/or use of software that was copied, transferred, or transmitted from a legal source. Complete policy found on page 16.	1 st : Suspend computer use duration will be a case-by-case decision and possible referral to police.
Computer/Misuse: Circumventing security software, use of profanity, destruction of files (deletion and modification), unauthorized access (network, network modems and computer stations), and/or physical destruction of computer equipment, disassembling of computer, peripherals or network cables (from any location). Complete policy found on page 16.	1 st : Detention to 3 days suspension with suspension of computer use and restitution. 2 nd : 3-5 day suspension with suspension of computer use and restitution.
Demonstrations: The act of conducting a demonstration, which interferes with the operation of the school or classroom, is inappropriate and prohibited.	1 st : Detention 2 nd : 1 day Suspension
Destructive Horseplay: unintentional damage to property board Policy 5511C	1 st : Detention to 3 day suspension & possible refer to police. 2 nd : 3-5 day suspension and possible referral to police.
Detentions (Missed): Missing an assigned detention.	Missed lunch: assigned after school detention Missed after school: 1 day suspension
Gross Misdemeanor: The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, to staff members, or to other pupils. A serious inappropriate action and/or repeated actions of incorrigible behavior and/or noncompliance 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	1 st : Detention to 10 day suspension potential recommendation for expulsion
Disruption: The act of persistent disobedience in conduct complying with a reasonable request from authorized school personnel.	1 st : Processing with instructor 2 nd : Lunch detention
Dress and Appearance: Complete policy found on page 3.	1 st : Lunch detention 2 nd : After school detention
Eating or Drinking: All food and drink needs to be kept in the Cafeteria and Cafetorium. 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.	1 st : Lunch detention 2 nd : After school detention
Electronic Communication Devices and Cell Phones: Any student using a cell phone or ECD in locker rooms, weight room, dressing rooms or restrooms at school or in another school district could be subject to expulsion. Complete policy found on page 5.	1 st : item confiscated and held in the office for student pick up and potential detention 2 nd : item confiscated and held in the office for parent pick up and potential detention
Extortion: The act of obtaining money or property by blackmail, violence or threat of violence or forcing someone to do something against their will by force or threat of force.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 5 day suspension potential recommendation for expulsion and 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.	1 st : Payment of damages, 3 days suspension and possible referral to police. 2 nd : payment of damages, 5 day minimum suspension potential recommendation for expulsion and possible referral to police.
Forgery: Defined as fraudulent use of school related documents or equipment, including false phone calls to the attendance office, forging parent's signature, etc.	1 st : 1 day suspension potential recommendation for expulsion 2 nd : 3 day suspension potential recommendation for expulsion
Gambling: Gambling on school property is an inappropriate behavior and is subject to discipline.	1 st : 1 day suspension potential recommendation for expulsion and possible referral to police.
Gang Related Activity: Zero tolerance for any type of gang related activities, clothing, "flashing signs", graffiti, strong arm tactics, etc.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 5 day suspension potential recommendation for expulsion and referral to police.
Harassment: Defined as any form of written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, race or physical characteristics, etc. toward a fellow student, staff member, or other person associated with the district.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 5 day suspension potential recommendation for expulsion and referral to police.
Hazing: Any type of initiation procedure for any school related activity, which involves conduct such as but not limited to: illegal activity, such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; undressing or otherwise exposing, initiates to embarrassment or ridicule.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 5 day suspension potential recommendation for expulsion and referral to police.
Inappropriate Public Display of Affection: Any boy and girl showing physical affection on school property beyond hand holding, before, during or after school. i.e. kissing, petting, etc. Students are expected to conduct themselves as ladies and gentlemen.	1 st : Detention 2 nd : 1 day suspension
Indecent Exposure: The act of purposeful deliberate exposure by a person of a portion or portions of his or her own body under circumstances where such an exposure is likely to be seen as contrary to decency, and may be a violation of law.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 3-5 day suspension and possible referral to police.
Indecency: The act of offending against commonly recognized standards of propriety or good taste.	1 st : Detention to 10 day suspension 2 nd : 1 to 10 day suspension potential recommendation for expulsion
Instigating, Inciting, or Planning a Fight: (Instigation) Any student who verbally provokes conversation that causes a fight.	1 st : 1 day suspension 2 nd : 3 day suspension
By-Stander Rule: Any student, who moves toward a fight, records and/or photographs a fight.	1 st : 1 day suspension 2 nd : 3 day suspension
Interference with Disciplinary Action: Any student who hinders, obstructs, or impedes a disciplinary action.	1 st : 1 day suspension 2 nd : 3 day suspension

Insubordination/Disrespect to Staff: Rude, inappropriate and unwanted words or gestures directed at a staff member. Defiance of authority, attitudes or behavior insulting or contemptuous. Non-compliance of a reasonable request from school personnel. Lack of respect for staff and students will not be tolerated, nor will behavior detrimental to school functions or threats to staff.	1 st : Detention or 1 day suspension 2 nd : 1 to 10 day suspension potential recommendation for expulsion and possible referral to police.
Keys that are in possession or duplicated without authorization.	1 st : 1 to 10 day suspension potential recommendation for expulsion and possible referral to police.
Littering in the building and/or school grounds including food and drink.	1 st : Cleaning of surrounding area. Detention. 2 nd : Cleaning of larger school property area and suspension.
Possession or use of any Miscellaneous Nuisance Items: Possession or use of any item that is disruptive to the educational process will not be allowed; examples: squirt guns, spit wads, eggs, pea shooters, lighters, matches, shaving cream, hats, pocket pagers, pornography, etc.	1 st : Item confiscated and held in the office for parent pick up. Detention-3 day suspension 2 nd : Item confiscated and held in the office for parent pick up, 1-5 day suspension
Possession of Weapons/Firearms: The act of bringing a "dangerous weapon" on to school property will result in the student's expulsion. Complete policy found on page 15.	1 st : 10 day suspension recommendation for expulsion and referral to police.
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.	1 st : Detention or 1 day suspension * If directed at staff, 3 day suspension. 2 nd : 1-3 day suspension potential recommendation for expulsion *If directed at staff, 5 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.	1 st : Confiscation of item, 10 day suspension, potential recommendation for expulsion and possible referral to police.
Publications/Expression: Libel, obscenity, and personal attacks are prohibited in all publications. Unauthorized commercial solicitation will not be allowed on school property at any time. Also, 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. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and in places designated by the school authorities.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 5 day suspension, potential recommendation for expulsion and possible referral to police. 3 rd : 10 day suspension, potential recommendation for expulsion and possible referral to police.
Refusal to Identify Self: The act whereby a student must, upon request identify themselves to the proper school authorities in the school building, on school grounds or at a school sponsored function.	1 st : Detention or 1 day suspension 2 nd : 3-5 day suspension.
Refusal to Comply with Administrative (principal) directive. Examples provide identification when requested or accompany a principal to the office when directed to do so. Failure to surrender materials, which are potentially disruptive or dangerous.	1 st : 1 day suspension 2 nd : 3 day suspension and possible referral to police.
Sexual Harassment: Includes making unwelcome sexual advances, engaging in improper physical contact, inappropriate touching, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment. All students and employees are expected to conduct themselves with respect and dignity toward others.	1 st : 5 day suspension, potential recommendation for expulsion and referral to police 2 nd : 10 day suspension, potential recommendation for expulsion and referral to police
Skipping Class: Any student, who is in school but does not arrive to a scheduled class, arrives after 10 minutes of class has passed, or leaves class before the end of class without permission, will be considered skipping class.	1 st : Detention or 1 day suspension
Theft: The act of dishonestly acquiring the property of another or others.	1 st : Return of item/restitution, 1 to 10 day suspension potential, recommendation for expulsion and referral to police
Tobacco: State of Michigan Law (Public Act 140 of 1993) outlaws the use of any tobacco product on school property. The use, possession, or sale of tobacco products (cigar, cigarette, pipe, other lighted smoking devices, or tobacco intended to be inhaled, chewed, placed in a person's mouth) by students (minors) is illegal and not permitted on school property or at school-related activities. The use of tobacco products creates a safety hazard, endangers health and annoys others.	1 st : 1-3 day suspension possible, referral to police. 2 nd : 3 day suspension possible, referral to police. 3 rd : 5 day suspension, potential recommendation for expulsion and referral to police
Truancy: The act of unauthorized absence from school or classes for any period of time. Chronic tardiness can be considered truancy.	Refer to page 3.
Trespassing: The act of violating the school trespass rule or the refusal to leave the classroom or school when directed to do so.	1 st : 1 day suspension 2 nd : 3 day suspension
Unauthorized Leaving of School Property: Students may not leave school grounds without authorization	1 st : Detention to 1 day suspension possible referral to police. 2 nd : 1-3 day suspension possible referral to police.
Vandalism: No student shall engage in an act of willful or ignorant destruction of school property or property belonging to others to include fire extinguishers.	1 st : 1-3 day suspension and possible referral to police. 2 nd : 5 day suspension potential, recommendation for expulsion and possible referral to police. 3 rd : 10 day suspension, potential recommendation for expulsion and possible referral to police.
Verbal Assault: Making a bomb threat or similar threat directed against a school building (bomb threat), school property or a school related event; or making a verbal threat of serious bodily injury directed at a student, staff member or volunteer.	1 st : 1 to 10 day suspension potential, recommendation for expulsion and referral to police

D. DISCIPLINARY ACTIONS

DISCUSSION WITH STUDENT

Discussion with the students regarding the behavior and possibly develop an action plan to support the student.

TIME-OUT

Time-out refers to a large array of techniques that varies from classroom to classroom. Students who demonstrate an inability to control themselves are asked to sit in a time-out where they are not permitted to interact with any other members of the class.

HOME CONTACT WITH PARENTS

A letter mailed, email or phone call to parents may be made by a staff member to explain the detail of events for use of home contingency.

COMMUNITY SERVICE

Community Service involves engaging students in activities of menial tasks for restitution for inappropriate behavior. Community Service may be employed by administrators when a student has done something listed in code of conduct requiring consequences. In such cases, the administrator may work with parents to compensate for behaviors. The following are a few examples of overcorrection:

- Removing the black marks off the floors with a tennis ball on a stick.
- Washing the exteriors of lockers with soap and water.
- Cleaning playground of litter.

OVERCORRECTION

Overcorrection involves engaging students in activities that overcompensate for inappropriate behavior. Administrators may employ overcorrection when a student has done something damaging. In such cases, the student must not only restore or return something to its original state but also over compensate by making things better than they were before. The following are a few examples of

overcorrection:

- A student has ripped the pages of a book and is required to repair the pages of all of the books in the class.
- A student has drawn on the classroom desk and is required to clean the marks on all the desks in the classroom not just the one he vandalized.
- A student throws food across the lunchroom and is required to clean up all the food thrown as well as sweep the floor of the entire cafeteria.

CONFERENCE WITH PARENTS AND STUDENT

Meeting at school to discuss with parents the student's problem behaviors and creating home consequences for inappropriate school behavior. Development of a behavior plan may be required to outline steps in an overall plan for resolving conflicts with students and staff to improve disciplinary behavior.

LUNCH DETENTIONS

Lunch detentions are served for minor offenses and tardies. A student is assigned a lunch detention to be served for the entire time of the lunch period including recess (40 min). Students can bring a lunch form home or will be provided a sack lunch through the lunch program. Student expectations for lunch detention:

1. Enter room quietly
2. No Talking.
3. Students must remain in seats.
4. No sleeping.
5. No electronic devices
6. Failing to attend or are removed from Lunch Detention will receive an After School.

AFTER SCHOOL DETENTIONS

After school behavioral detentions may be given to any student who fails to comply with school rules.

1. After School is for one hour after school on, Tuesday and Thursday.
2. Students not reporting ten minutes after final bell are marked absent and considered unexcused with disciplinary action.
3. Students should come prepared with homework assignments and the required books and materials to complete them. If no work is brought, work may be given and student will be required to complete and submit the work.
4. Enter room quietly.
5. No Talking.
6. Students must remain in seats.
7. No sleeping.
8. No electronic devices.
9. Students that are disruptive or uncooperative will be removed with subsequent disciplinary action.
10. Failing to attend or being removed from After School Detention will lose privileges and receive a suspension.

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. This action by a teacher is subject to review by the Principal, which will include consultation with the teacher.

1. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him.
2. The student will have the right to present to the school administration any relevant information that will support his defense.
3. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parents or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary for the student's return.
 - b. A student is suspended from attendance at or participation in a school district sponsored activity.

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.

REFUSING TO ACCEPT DISCIPLINE

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion

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.

PROCEDURES

The following procedural guidelines will govern the expulsion process:

Written notice of charges against a student shall be supplied to the parent or guardian.

Parent or guardian shall be present at the hearing.

Legal counsel may represent the student, parent or guardian.

The student shall be allowed to observe all evidence offered against him. In addition he shall be allowed to question any witness.

The student shall be given an opportunity to give his version of the facts and their implications. He should be allowed to offer the testimony of other witnesses and other evidence.

The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.

A record shall be kept of the hearing.

The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.

The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.

The student and his parent or guardian shall be made aware of their appropriate appellate authority.

A Student expelled from Charlotte may be allowed to apply for reinstatement after 180 school days.

Any section of this document, or portion thereof, found by adjudication to be contrary to law of constitutional rights shall be stricken without effect to the remainder.

E. DUE PROCESS RIGHTS (Board Policy 5611)

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. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.
- B. Students subject to long-term suspension and expulsion: A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being expelled from another district (Policy 5610.01).

F. HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes in appropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal, or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

HARASSMENT

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

G. POLICE INVOLVEMENT

School officials have the option to notify the police authorities, and in cases of major violations, may press charges. If police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action by the school. School officials, guided by district procedures, will cooperate with police authorities during investigations.

H. POSITIVE BEHAVIOR SYSTEM

6th, 7th and 8th PRIVILEGE SYSTEM

Our school will be using a system to remind children to make positive choices throughout the school day. Every teacher and child at the Middle School will use this system. This system implements a card system to determine the privileges for each level. These cards can be revoked at any point during the month. The "Privilege System" has three levels.

STANDARD ID - "Making good choices!" All children will begin the school year with the White level, which signifies they are making good behavior choices. These students are welcome to all privileges.

NIHS ID - "Leading others" After the first month of school students who have become a member of NIHS earn an extra privilege card or "Blue Card". The following additional privileges are that are given to "Blue Card" holders until that card is lost. "Cut in line" at lunch, Access to center hall in the morning, and more.

LOSS OF ID - "Stop"

If a student has 3 or more lunch/after-school detentions or out of school suspension(s) they will proceed to red. When this happens, the child will lose their recess/open gym and access to Middle School Athletic Events and After School Activities are off limits. At this level there is a loss of the monthly PBS event.

6th, 7th and 8th "PBS Day" Positive Behavior Support Day

Each month, students who have maintained the expectations for the month will enjoy a school-wide privilege.

6th, 7th and 8th BLUE RIBBON DAYS

A special activity will be awarded to students' eligible based on the criteria set by the Blue Ribbon Planning Committee. QUALIFICATIONS: Will be determined each year in the fall by the Blue Ribbon Planning Committee.

LOSS OF PRIVILEGES

This system includes incentives such as classroom parties, assemblies, picnics, and other all school activities. These incentives will be considered privileges and will need to be earned through positive behavior. In addition to the privileges, rewards will be offered for children who are consistently doing the right thing. More information about these privileges and rewards will be noted in the newsletters. Students are expected to present their card when asked; failure to do so will result in suspension of privileges until card is presented. Students who lose their cards due to code of conduct violations will have the opportunity to earn their cards back when consequences are served. Students who lose their cards will be expected to replace them (at the cost of \$5.00) to access privileges.

I. SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

J. STUDENT ASSISTANCE PROGRAMS (Board Policy 5531)

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board of Education has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthful, productive living and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that educational programs and sound discipline may not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish one (1) or more assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which impact on students' emotional, mental, or social well-being and affect their ability to benefit from the District's educational program.

K. USE OF DRUG DOGS

We believe our students want to go to schools, which are safe, and drug free. In this pursuit we have involved ourselves with a trained canine (drug dog) to periodically sweep our middle school building. These actions are intended to give our middle school students a clear message that drugs in school will not be tolerated. Should the dog find any illegal substance, the school would take the appropriate action.

L. USE, POSSESSION OR SALE OF ALCOHOL AND DRUGS

The use, possession or sale of drugs on school property carries serious penalties. Any student participating in the use, sale, possession, or purchase of alcohol, (including nonalcoholic malt beverage) illegal drugs, narcotics, inhalants, or substances that are unidentified or are represented as ("look-alike" drugs) being illegal drugs, or alcohol in any form on school property or at a school-related activity, or being on school grounds or at a school-related activity while under the influence of such substance, will initially be suspended from school for one to ten days during which time the school administration will conduct a further investigation. The length of suspension and recommendation for the ultimate disposition of the case, beyond the initial suspension period will be determined by the school administration, depending upon the circumstances surrounding each individual case, and based upon:

1. The school disciplinary record of the individual involved.
2. The seriousness of the offense.
3. The effect of the individual's continued presence in the school.
4. The attitude of the student and the parents.
5. Willingness to participate in an outside assessment

In cases when the suspension is to exceed ten days, or when a recommendation is made for expulsion, the case will be presented to the Board of Education for action.

M. WEAPONS/FIREARMS

Public Act 211 prohibits students from possessing a dangerous weapon. A weapon free school zone includes all public and private K-12 school buildings, school grounds and school vehicles used to transport K-12 students. Dangerous weapon is defined by state or federal law as a gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade 3 inches or over in length, pocket knife opened by a mechanical device, pepper spray, tazer, iron bar, or brass knuckles. In addition, a firearm, as defined by federal law, is prohibited. This policy shall also encompass such actions as look alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Students in possession of a dangerous weapon/firearm, and/or who commit arson or rape on/in district property or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

A student acting in an aggressive or belligerent manner with any object will be administratively judged to be in possession of a weapon and disciplinary action will be taken. A student using a weapon in

a fight or altercation will be administratively judged to be a danger to others and self and will be subject to disciplinary action as outlined in the student code of conduct. Students subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis. This is the board's assurance that the district is in compliance with both PL 103-382 and MCL - 380.1311.

N. SOLICITATION

Except as approved by the building principal, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds. Solicitations from organizations outside the school are forbidden. All special sales projects by students are subject to the approval of the board. This policy shall include sale of advertising, magazines and merchandise.

Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the building principal approves the invitation and arrangements. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor.

Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school sponsored activity.

Solicitation by Students

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities. LEGAL REF: MCL, 380.1300

O. TECHNOLOGY/ACCEPTABLE USE POLICY

Electronic Information Access and Use For Educational Purposes Policy

Charlotte Public Schools encourages the use of electronic information technologies in its educational endeavors so that Users can access current and relevant resources, develop information management skills, communicate in a technologically rich environment, and become responsible, self-directed, life-long learners.

In accordance with the Children's Internet Protection Act (CIPA), the District has implemented this policy, in part, to:

- A. promote the safe, ethical, responsible, and legal use of the Internet;
- B. support the effective use of the Internet for educational purposes;
- C. protect students against potential dangers in their use of the Internet; and
- D. ensure accountability.

As property of the Charlotte Public Schools, the district's electronic information technologies are intended for educational purposes and are neither a public access service nor a public forum. Only Charlotte Public Schools students, faculty, and staff who agree to the terms of this policy may be granted a network/charlottenet account. Users have no expectation of privacy as to information or activity on the District's electronic information technologies. The District retains the right to monitor all use, including but not limited to personal e-mail and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the District's electronic information technologies. The District's electronic information technologies are provided on an "as is, as available" basis and are provided without warranties (either express or implied) of any kind for any reason.

Policy Definitions

- Equipment includes, but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.
- Software includes, but is not limited to computer software, print and non-print resources.
- Networks include, but are not limited to all voice and data systems.
- User includes anyone who is accessing or using District equipment, software, or networks.
- Educational purposes include but are not limited to the use of the District's electronic information technologies for classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
- Harmful to minors means "any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic political, or scientific value as to minors. 47 USC § 254(h)(7)
- Inappropriate material includes but is not limited to materials that are harmful or inappropriate to minors, obscene, pornographic, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law. The determination of a materials' "appropriateness" is based on both the materials' content and intended use.
- Vandalism is any attempt to harm, destroy, disrupt, or hack the operation of the District's electronic informational technologies, including but not limited to the creation or intentional receipt or transmission of computer viruses.

District Responsibilities In managing the structure, hardware, and software that the Charlotte Public Schools use to allow access to electronic information technologies for educational purposes, the District has responsibilities to:

1. Provide resources to support the District's mission for electronic information technologies.
2. Purchase, maintain, and repair network equipment, hardware, and software.
3. Provide training and information on new technologies, software, and media as they are put into District use.
4. Develop and implement an Electronic Information Access and Use Policy, which defines the User's rights and responsibilities and complies with the Children's Internet Protection Act.
5. Develop and enforce use regulations at each network site.
6. Set quota limits for disk usage by Users of the District's servers.
7. Designate a System Administrator to manage the District's electronic information technologies and implement the Electronic Information Access and Use Policy.
8. Implement procedures to: monitor the online activities of minors; protect the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications; address unauthorized access including "hacking" and other unlawful online activities by minors; address unauthorized disclosure, use and dissemination of personal information about minors; restrict minors' access to material which is harmful to minors. [Note: These provisions are required by CIPA.]
9. Implement filtering and blocking software that has a technology protection measure which will protect against Internet access by adults to visual depictions that are obscene or child pornography and by minors to visual depictions that are obscene, child pornography, harmful to minors, or that the District determines is inappropriate for minors.
 - a. The determination of a material's "appropriateness" is based on both the material's content and intended use, not solely on the actions of the technology protection measure.
 - b. If a User believes that a technology protection measure has prevented access to otherwise appropriate material, the User may request the System Administrator to review the material and unblock the material consistent with District procedures.
 - c. The filtering software operates only within the District wide area network (WAN) or local area network (LAN), and does not operate through dial-up access.
10. Establish procedures for the System Administrator to disable or modify any technology protection measure under specified circumstances.

- Exercise editorial control over all web pages created through the District's electronic information technologies, which will be subject to treatment as District-sponsored publications.

User Privileges User has the privilege to:

- Use the District's electronic information technologies for which they have received training to facilitate learning and enhance educational information exchange.
- Access information from district networks, the Internet, and outside resources to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities Users have the responsibility to:

- Use the District's electronic information technologies only to facilitate learning and enhance information exchange consistent with educational purposes.
- Attend appropriate training sessions in the use and care of hardware, software, and network peripherals.
- Seek instruction for the use of any available technology for which the User is not familiar.
- Comply with the rules set forth in this policy, as well as the rules established for using hardware, software, labs, and networks.
- Maintain the privacy of passwords, which shall not be published, shared, or otherwise disclosed.
- Promptly notify a school official if you identify a possible security problem.
- Access only the network account for which the User is authorized.
- Use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- Promptly notify a school employee about any electronic message you receive that is inappropriate or makes you feel uncomfortable.
- Scan all electronic media for virus, dirt, damage, or other contamination before using in District systems.
- Maintain the integrity of the electronic messaging systems by deleting files/messages which have exceeded their established limit, reporting any security violations, and making only those contacts which facilitate learning and enhance educational information exchange.
- Keep inappropriate material from entering the district's network or from being reproduced or distributed in visual, digital, or written format.
- Comply with all applicable state and federal laws, including copyright, trademark laws and applicable licensing agreements, in using the District's electronic information technologies.
- Exercise caution when considering the purchase of goods and services over the Internet. The User, not the Charlotte Public Schools, accepts full responsibility for any financial obligations made or personal information provided while using the District's electronic information technologies.
- Make financial restitution for unauthorized expenditures or for damages caused by inappropriate use or access.
- Protect any personal equipment that is used to access Charlotte Public Schools information technologies.
- Comply with the rules set forth in this policy, general District rules, and additional rules as established by the District, Board of Education policies, staff manuals, department procedures and student handbooks.

Users Prohibitions:

- Users shall not:
- Post or disclose personal identification information about yourself or others over the Internet, even if this information is solicited by a web site that solicits such information.
- Use technology to advertise, offer, or provide goods or services for financial gain.
- Use technology for political lobbying; although Users may communicate opinions with elected representatives.
- Use District electronic information technologies to draft, send, or receive inappropriate materials or to engage in behavior which violates District policy, including the student code of conduct.
- Vandalize District or other electronic information technologies.

Consequences of Inappropriate Behavior

Because access to the District's electronic informational technologies is a privilege and not a right, any User who does not comply with the Information Access and Use Policy will lose access privileges. Repeated or severe infractions may result in permanent termination of access privileges. Violators may also face additional disciplinary consequences consistent with district policy.

Challenges

Challenges to District information technologies and resources shall be made in writing and shall state the reasons for the challenge. A District appointed panel shall review the challenge and determine its appropriateness.

V. GUIDANCE

Counseling is a service provided to students whereby, with the assistance of a trained counselor, he/she is able to explore problems and arrive at a solution to the problems or a course of action to take related to the problem. Students may obtain an interview with the counselor by coming into the main office before school in the morning, between classes, after school. A student will need a pass from the counselor to be excused from class to go to the office. A student usually contacts the counselor for assistance with problems that fall into three categories:

- Personal problems;
- Questions on classes and subjects;
- Vocational or job plans.

A. ACADEMIC INTEGRITY

Students should conduct themselves with academic integrity within the school community. School is a place of high integrity, and stealing, cheating, and plagiarism are unacceptable. In keeping with the philosophy of the school, any breach of integrity may result in serious consequences, which may include failure of the assignment, test, or exam.

- Cheating is any form of academic dishonesty or act that involves trickery or fraud. It occurs when one uses and takes credit for the work of another person, whether the material be directly copied or superficially disguised. Cheating also includes divulgence of the contents of a graded evaluation.
- Plagiarism is the act of using and passing off the ideas or writing from another as one's own.

B. EXPECTATIONS FOR HOMEWORK

Any assignments given in a particular class are to be completed in accordance to the classroom guidelines as set by the teacher. Students are responsible for meeting those guidelines.

Homework is a necessary extension of class work used to enhance everyday teaching. Learning is not limited to the school day or time in the classroom. These are guidelines, meant to be flexible enough so that specific classes can be adjusted to meet the needs of the students.

- An assignment book/handbook is issued to all students and it is their responsibility to record assignments.
- Students can expect homework daily. The assignments will vary according to the type of class.
- The resources needed to complete an assignment are considered when making a homework assignment.

4. Students having multiple tests, reports and/or assignments due at the same time will have to manage their time accordingly.
5. Teachers will notify students when homework assignments are due.
6. Reviewing notes, research, and studying for test are types of homework.

C. GRADING

Charlotte Middle School has a standard marking period grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon performance in Daily Work, Quizzes, Projects, Labs, Experiments, Spelling Tests, Accelerated Reader Tests, and Art Work. This work is used to assess student progress and assigned grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. If a student is not sure how his/her grade will be determined in these courses, he/she should ask the teacher. Your grades are accessible through the Charlotte Public Schools website: www.charlottenet.org

GRADE POINT AVERAGE or (GPA)

The collective grades or percentages of each of the two marking periods will be averaged together to produce a Semester grade. It is this grade that is used to identify Semester performance and is used to calculate Grade Point Average. Marking period grades are translated to a point value that is used to determine a grade point average (GPA).

GRADE	POINTS EARNED	GRADE	POINTS EARNED
A (Superior)	4.0	D+	1.3
A-	3.7	D (Below Average)	1.0
B+	3.3	D-	0.7
B (Above Average)	3.0	E (Failure)	0.0
B-	2.7		
C+	2.3		
C (Average)	2.0		
C-	1.7		

NOT INCLUDED IN COMPUTING POINTS:
CR (Credit)
NC (No Credit)
I (Incomplete)

PROGRESS REPORTS

Academic Progress reports will be sent home at the middle of each Semester (at the quarter). The purpose of the report is to provide current information regarding student progress. Teachers are asked to estimate grades, not compute them exactly. Please see a teacher, counselor, or administrator about online access to your student's grades.

REPORT CARDS

There will be two report card periods. Report cards showing academic achievement and citizenship performance are issued each eighteen weeks.

SEMESTER EXAM POLICY

All classes at Charlotte Middle School have a semester final exam or a cumulative assessment/project, etc. Students that fail to take their final exams have not completed the course and risk failing the entire semester. Students that are unexcused on exam days may not be allowed to make-up the exam. Requests to take exams later are granted sparingly and must be approved by the principal.

STUDENT RECORDS

You have a cumulative school record referred to as a CA-60. This was started when you entered school at the elementary level. This record contains your grades received each year, your academic average, standardized test scores, teacher recommendations, health records, and information pertinent to your education. Besides getting an education, you will want to establish a record that is the best possible indication of what you can do and what you have accomplished during your school career. Make it the best possible recommendation for yourself that you can. This record will be used many times in the years to come.

D. PROMOTION/PLACEMENT

The Middle School recognizes that the intellectual, academic, physical and social/emotional development of children will vary and that students should be placed in the educational setting most appropriate to meet their needs at the various stages of growth and development. Students can and should learn the essential outcomes of each course. Achievement of these outcomes will result in a student earning credits for passing core/encore classes during each nine-week quarter.

Promotion will be based on the following: One credit hour is earned for one semester of successful completion of any course. A student who completes all 5 classes of their schedule with passing grades for a full Semester earns 5 credits. A student who completes all 5 hours of their schedule with passing grades for a full year earns 10 credits. A student must earn 7 credits to advance to the next grade.

E. HONOR ROLL

The Middle School encourages academic excellence. To recognize and honor those academically talented, the following designations are awarded based on the Grade Point Average. This practice is to encourage scholarship and give recognition to students who succeed academically

Honors: 3.501 – 4.000 average on a 4 point scale, No D's E's or I's.

Due to printing time lines and our intent to use the most up-to-date grades that reflect a student's academic accomplishments, it is possible a student's name might be excluded and/or listed in the incorrect category.

F. HONOR SOCIETY (NJHS)

A staff member will maintain national Junior Honors Society and the functions in which they take part. The qualifying factors for student nomination will be made available the fall of each year.

G. SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the building principal. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

If it becomes necessary to change your schedule during the school year due to some unforeseen circumstances, go to the guidance office to request a schedule change. No schedule change can be made without a written request from the parents and a consultation with the counselor. The principal must approve all schedule changes.

H. SEX EDUCATION

Your child is about to begin, or may have already begun, a period of rapid growth called puberty. Many children wonder if they are normal as they notice themselves and their friends changing emotionally and physically. As your partners in education, the Charlotte Board of Education has approved a series of lessons concerning these changes of puberty for 5th through 8th grade as part of the health curriculum. These lessons were selected after careful scrutiny by parents, teachers, clergy, and medical personnel from our community. The Physical Education/Health teachers will begin teaching these lessons during your child's 5th grade swim class. Additional topics will be taught during the health/PE or core classes from grades 6th through 8th. Please see a complete list of the topics covered on the back of this letter. Our goals are two-fold:

To promote appreciation and respect for the amazing changes experienced by self and others between the ages of 10 and 15.

To equip children with the skills they need to postpone sexual activity, choose abstinence, and avoid high-risk behaviors or situations.

By teaching children about the wonderful ways they are maturing, adults can promote a positive attitude that helps children grow into healthy, responsible adults. Children who have talked to their parents and other trusted adults are more likely to understand the changes they are going through and are able to avoid risky behavior. Too many young people get involved in premature sexual activity that can result in serious problems, such as heartbreak, sexually transmitted diseases, HIV infection, or pregnancy.

Your child will be encouraged to talk to you about growing up and to ask you questions. Interviews with a parent or another trusted adult will be assigned as homework in order to promote open communication. By state law teachers are not allowed to answer questions regarding homosexuality, abortion, and masturbation and will be directed to ask those questions of a parent or trusted adult caregiver. Also, issues of birth control and oral/anal sex will not be addressed by teachers at the middle school level and these issues, therefore, can be addressed at your discretion. Please contact your building health teacher if you have any questions or would like to discuss this information further.

I. STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is the liaison between Charlotte Public Schools and our community. Students are referred to the student assistance program by concerns from school personnel, friends, or family members. Those students with problems in the area of drugs and alcohol may be referred to Eaton County Substance Abuse for an assessment. Those students who are found in the possession of drugs and/or alcohol are suspended from school, and may have the length of their suspension reduced if they agree to attend an assessment at Eaton County Substance Abuse. Recommendations from the referring agency could include in or out of school counseling, in or out patient treatment, support groups, tutoring, or family education seminars.

J. SUBSTITUTE TEACHERS

Substitute teachers are guests in our school and are here to assist us when the regular teacher is unable to be here. The following guidelines have been developed for substitute teachers in our school and to promote a safe, orderly environment conducive to learning. Substitute teachers will be asked to leave the names of students who are uncooperative or disrespectful. Teachers will assign a consequence for uncooperative or disrespectful students. Examples include lunch detentions, after-school detentions, and calls home. The substitute teacher will refer students who are significantly uncooperative or disrespectful, or have developed a pattern of being uncooperative or disrespectful, to the Assistant Principals.

K. CAREER PATHWAYS

What are Career Pathways?

Career Pathways are broad groupings of careers that share similar characteristics and whose employment requirements call for many common interests, strengths and competencies.

- Arts & Communications – Careers related to humanities and the performing, visual, literary and media arts. Sample careers include artists, journalists and graphic designers. These careers are interesting to people who value creativity and seek opportunities to express themselves.
- Business, Management, Marketing & Technology – Careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. Sample careers include accountants, business managers and auto salespersons. These careers are interesting to people who are good in math, feel comfortable using computer programs, and enjoy being the leader of a group.
- Engineering/Manufacturing & Industrial Technology – Careers related to technologies necessary to design, develop, install or maintain physical systems. Sample careers include mechanics, airplane pilots and engineers. These careers are interesting to people who enjoy working with tools, equipment and other kinds of machinery.
- Health Sciences – Careers related to the promotion of health as well as the treatment of injuries and disease. Sample careers include physicians, nurses and veterinarians. These careers are interesting to people who like to know how the body works and care about the well being of people and animals.
- Human Services – Careers related to childcare, civil service, education, hospitality and the social services. Sample careers include counselors, teachers, law enforcement officers, and religious leaders. These careers are interesting to people who enjoy interacting with people and helping them solve their problems.
- Natural Resources and Agriscience – Careers related to natural resources, agriculture and the environment. Sample careers include fish and game wardens, marine biologists and farmers. These careers are interesting to people who enjoy working outdoors and are interested in nature and animals.

VI. RIGHTS

A. COMPLIANCE WITH LAWS

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

CHARLOTTE MIDDLE SCHOOL

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.

CHILD ABUSE/NEGLECT

Schools and other institutions shall cooperate with the Family Independence Agency department during an investigation of a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child. However, the department shall notify the person responsible for the child's health or welfare about the department's contact with the child at the time or as soon afterward as the person can ensure the safety of the child or child's siblings or the integrity of the investigation, but only for the time those condition's exists.

RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION

Generally, school officials must have written permission from the parent of a student or eligible student before releasing any information from a student's record. However, Federal law allows school districts to disclose, without consent, "directory" type information. The school has designated the following personally identifiable information contained in a student's educational record as "directory information": Student name and participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information that it has designated as directory information. Upon such objections, this information will not be released without the prior consent of the parent or eligible student.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

Confidential records contain educational and behavior information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and the Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in the student's file only with knowledge to the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to record, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT RECORD

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

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- student's name;
- participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
- honor rolls; and
- scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on
