

CHARLOTTE HIGH SCHOOL 2008-2009  
[www.charlottenet.org](http://www.charlottenet.org)

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



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**IMPORTANT CHARLOTTE PUBLIC SCHOOLS TELEPHONE NUMBERS**

Central Office.....	541-5100
High School Main Office .....	541-5600
High School Attendance Office.....	541-5640
High School Student Services Office.....	541-5620
Athletic Office .....	541-5160
Special Education Office .....	541-5130
High School Media Center.....	541-5630
Food Services.....	541-5140
Bus Garage .....	543-3400
Middle School Main Office.....	541-5700
Middle School Attendance Office .....	541-5710
Community Education Office.....	541-5740
Galewood Elementary .....	541-5770
Parkview Elementary.....	541-5780
Washington Elementary .....	541-5170
Weymouth Elementary .....	541-5180
COMMUNITY ACTIVITY LINE (School Delays & Closings) .....	541-5746
Southridge Vocational School .....	543-5500
Shared Time Programs .....	483-1328

**BOARD OF EDUCATION**

Ed Allen  
 Julie Kimmer  
 Diane Kirkham  
 Art Luna  
 Ron Schultheiss  
 Chelsey Tirrell  
 Robert Wilson

**CENTRAL OFFICE ADMINISTRATION**

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

**PRINCIPAL'S WELCOME STATEMENT**

Welcome to Charlotte High School for the 2008-2009 school year.

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

Charlotte High School offers a diverse and excellent extra-curricular program as well. Becoming involved will make your school experience complete.

Again, welcome to Charlotte High School and have a good year.

**CHARLOTTE HIGH SCHOOL GOAL STATEMENT**

It is the goal of Charlotte High School to improve continually by working together with parents and the community at-large.

**CHARLOTTE HIGH SCHOOL MISSION STATEMENT**

The mission of Charlotte High School is to build a partnership of students, parents, community and staff committed to effective teaching and responsible learning. The partnership will provide a supportive learning environment where each student's individual needs will be addressed. The environment will provide students the opportunity to master core curriculum, develop abilities and interest, gain respect for human diversity and social responsibility, develop self-esteem, and learn to adapt throughout their lives.

**HIGH SCHOOL ADMINISTRATION/SUPPORT SERVICES**

Mr. Leland Wheaton ..... Principal  
Mrs. Shareé Burdick..... Assistant Principal  
Mr. Ron Beegle..... Athletic Director  
Officer Fred Koning ..... Officer Liaison  
  
Mrs. Kristin Dykstra ..... Guidance Director  
Mr. Dan Curran..... Guidance Counselor  
Mrs. Sara Jobson ..... Guidance Counselor  
Mrs. Amanda Wildern ..... Behavior Specialist  
Mrs. Karen Anderson..... K-12 Media Specialist  
Mrs. Karen Woods..... Special Education Director  
Mrs. Jennifer Varney ..... K-12 Technology Director

**OFFICE PERSONNEL**

Mrs. Randi Bassett ..... Guidance Secretary  
Mrs. Carol Cooper ..... Administrative Assistant  
Mrs. April Delecki..... Attendance Secretary  
Mrs. Becky Frazier..... Athletic Secretary  
Ms. Christine Halsey..... Media Center Secretary

**DAILY SCHEDULES**

**MONDAY, FRIDAY SCHEDULE**

Block 1 (95 Minutes).....	7:35-9:10
Block 2 (90 Minutes).....	9:15-10:45
LUNCH (40 Minutes).....	10:45-11:25
Block 3 (95 Minutes).....	11:25-1:00
Block 4 (95 Minutes).....	1:05-2:40

**TUESDAY, THURSDAY SCHEDULE**

Block 1 (85 Minutes).....	7:35-9:00
Block 2 (80 Minutes).....	9:05-10:25
Lunch (40 Minutes).....	10:25-11:05
Block 3 (80 Minutes).....	11:05-12:25
“Oriole Time (50 Minutes).....	12:25-1:15
Block 4 (80 Minutes).....	1:20-2:40

**WEDNESDAY SCHEDULE**

Block 1 (90 Minutes).....	7:35-9:05
Block 2 (85 Minutes).....	9:10-10:35
LUNCH (40 Minutes).....	10:35-11:15
Block 3 (85 Minutes).....	11:15-12:40
Block 4 (85 Minutes).....	12:45-2:10

**TWO (2) HOUR DELAY SCHEDULE**

Block 1 (75 Minutes).....	9:35-10:50
LUNCH (40 Minutes).....	10:50-11:30
Block 2 (60 Minutes).....	11:30-12:30
Block 3 (60 Minutes).....	12:35-1:35
Block 4 (60 Minutes).....	1:40-2:40

**HALF DAY SCHEDULE**

Block 1 (55 Minutes).....	7:35-8:30
Block 2 (45 Minutes).....	8:35-9:20
Block 3 (45 Minutes).....	9:25-10:10
Block 4 (40 Minutes).....	10:15-10:55

## STUDENT ACTIVITIES AND ORGANIZATIONS

Students are urged to participate in our co-curricular activity programs. We offer a wide range of activities that include the following:

Athletics	Destination	Peer Resistance
Band	Imagination	Quiz Bowl
Business	Forensics	Science Olympiad
Professionals of America	Future Farmers of America	Ski Club
Choir	National Honor Society	Student Council
Club International	Odyssey of the Mind	Take The Time To Care
D.E.C.A.	P.A.L.S.	T.R.U.S.T.

## DANCE SCHEDULE

October 3, 2008 (Homecoming)  
November 21, 2008  
December 13, 2008 (Snowball, 8:00pm – 11:00pm)  
January 21, 2009  
January 23, 2009  
February 27, 2009  
March 20, 2009

## DANCE RULES AND REGULATIONS

1. No open dances.
2. Student must present ID to enter dances. Students on Platinum, Gold and Orange levels are permitted to attend school dances (9-12<sup>th</sup> Grades)
3. At all dances, the doors will close at 10:30 p.m.
4. All dances must terminate at 11:00 p.m. and cleanup must be completed by 11:30 p.m.
5. Groups sponsoring the dances will provide police coverage.
6. School dances are chaperoned by Charlotte High School staff members.
7. Charlotte High School students can invite outside guests to dances. Junior high school students are not permitted at high school dances. Guest passes must be applied for and picked up the day of the dance in the Main Office. Passes can be obtained before school and during lunch hour. An administrator must sign passes by the end of the school day. Guests must enter the dance with their host. Prom is open to 11<sup>th</sup> & 12<sup>th</sup> grades and approved guests only.
8. Homecoming, Snowball and Prom Dances: Students requesting to bring a guest must obtain a **Snowball/Prom Guest Form**. This form must be completed and returned before a pass is given or tickets can be purchased.
9. Once a participant leaves the dance, he/she will not be allowed to re-enter the dance.
10. Students will stay in designated areas.
11. Any student exhibiting disorderly conduct will be subject to disciplinary action.

## ATHLETIC DEPARTMENT

The Athletic Department supports the Charlotte High School Handbook. Students that attend Charlotte High School and wish to participate in athletics will receive an additional Student/Athlete Handbook and Code of Conduct. Participants in athletics will discover additional requirements set by the Athletic Department.

The Board of Education recognizes the inter-scholastic athletic program as an integral part of the school program and believes that students who participate in sports will learn the principle of good sportsmanship and school citizenship, as well as athletic skills. The board is committed to providing equal opportunity to compete in inter-scholastic athletics for both boys and girls and directs its superintendent and those responsible for athletic programs to recommend programs which will meet this goal.

The Board of Education, with support from the administrative staff, recognizes that competing in athletics is not a right, but a privilege and expects athletes to assume their responsibilities in adhering to the athletic policy established by the athletic council and approved by the board. Students who are members of the athletic teams shall keep in mind that they are not only representing themselves, but also their school, community, parents, and team. It is, therefore, expected that their conduct at all times (both on and off the field) will be the highest standard.

Charlotte High School Athletic Department supports the Michigan High School Athletic Association guidelines which state that all students wishing to participate in athletics must have a physical and written consent from a parent or guardian. Parental consent will not be necessary for students who have reached their 18<sup>th</sup> birthday. As in prior years the safety of students will be a high priority at Charlotte High School. We are sure that you are also concerned about the safety and well being of your child. It is important that adequate health and accident insurance be in place to protect against unforeseen health or accident claims which may arise. It is the responsibility of the parent to purchase and maintain such coverage for their child. The school district does not purchase insurance coverage for this purpose and does not reimburse or pay for medical bills for 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 accident or injuries, you should contact your local Charlotte insurance agency. Students shall always comply with the district's requirement relative to insurance before participation. Students under a doctor's care for illness or injury cannot be allowed to participate in an athletic practice or contest until he/she has written permission from the physician to do so.

The Charlotte School District has high expectations for the student body and expects our fans to display a positive image and show good sportsmanship while attending a contest home or away.

**HIGH SCHOOL SEMESTER RECORDS:** High school student/athletes must have passed at least twenty (20) credit hours (6 of 8 regular blocks – 8 of 10 with a split block) the previous semester to be eligible to participate in athletics. Also, student athletes at the high school must be carrying and passing at least twenty (20) credit hours (3 of 4 regular blocks – 4 of 5 with a split block) during the present term up to within seven (7) days of contest.

**CURRENT SEMESTER RECORDS:** All student/athletes at the end of their eighth (8<sup>th</sup>) grade year must be passing five (5) of seven (7) classes to be eligible. If they fail to pass at least five (5) of their classes, they will be placed on probation and at the mid-term marking period they must be passing all classes. Failure to demonstrate such progress will mean a loss of eligibility.

The purposes of the above Charlotte High School standards are to reinforce that student/athletes are to be students before they can be athletes.

**LOCAL DISTRICT ELIGIBILITY STANDARD:** Charlotte High School student/athletes must meet MHSAA standards and demonstrate academic progress in at least one of the following ways prior to trying out for any sport.

1. Minimally achieve a 2.0 G.P.A. in either the 9-week or semester period previous to competition.

2. Students not meeting the 2.0 G.P.A. minimum may try out and will be placed on probation. At the next grade-reporting period they must either have the 2.0 G.P.A. or be passing all classes taken. Failure to meet this standard will mean immediate dismissal from the team.
3. Once a student/athlete has used #2 (probationary provision) to gain initial eligibility they must on all subsequent grade reports, both prior to and during competition, demonstrate G.P.A. improvement until they meet the 2.0 G.P.A. standard. Failure to demonstrate such progress will mean loss of eligibility.

EXAMPLE: In the fall a 10<sup>th</sup> grade student goes out for cross-country but has a 1.85 G.P.A. At the first term mid-marking he passes all classes and therefore maintains eligibility. In the following March he wishes to go out for baseball. His G.P.A. in the previous 9-weeks was 1.96 and he passed all classes. He has eligibility, but again at the mid-marking period must be passing all classes. If his G.P.A. had fallen to 1.80 G.P.A. he would not be eligible to participate even if all classes were passed the previous 9-weeks or semester.

### NCAA CLEARING HOUSE REQUIREMENTS

Please note these are the 2004-2005 requirements. Please check with the Athletic Office for current updates.

1. **Graduate from high school.** You should apply for certification before graduation if you are sure you wish to participate in athletics as a freshman at the college to which you will be admitted. The Clearinghouse will review your final transcript to make a final certification decision according to NCAA standards.
2. **Earn a grade-point average of at least 2.00** (on a 4.00 scale) in a core curriculum of at least fourteen (14) academic courses which were successfully completed during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA G.P.A. No special values are allowed for "+" or "-grades". The chart below shows what your core courses must include as a minimum.

Core Units Required for NCAA Certification	DIVISION 1 2005-2007	DIVISION 1 2008 & LATER	DIVISION 2
English Core	4 Years	4 Years	3 Years
Math Core	2 Years	3 Years	2 Years
Science Core	2 Years	2 Years	2 Years
Social Science Core	2 Years	2 Years	2 Years
From English, Math, or Science	1 Year	1 Year	2 Years
Additional Core (English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy, Nondoctrinal Religion)	3 Years	4 Years	3 Years
<b>TOTAL CORE UNITS REQUIRED</b>	<b>14</b>	<b>16</b>	<b>14</b>

3. **Earn a sum score of at least 86 on the ACT or a score of at least 1110 on the SAT on a national test date for Division 1 eligibility. Earn a sum score of at least 68 on the ACT or a score of at least 820 on the SAT on a national test date for Division 2 eligibility. Please note:** Students must access the Athletic Office for specific information regarding this requirement.

### STARTING DATES FOR ATHLETIC TEAMS 2008-2009

Football ..... August 11, 2008  
 Girl's Golf ..... August 7, 2008  
 All Other Sports ..... August 11, 2008

Winter sports practices begin:

Competitive Cheer.....	November 10, 2008
Girl's Basketball.....	November 10, 2008
Boy's Basketball.....	November 17, 2008
Wrestling.....	November 17, 2008
Bowling.....	November 20, 2008
Swimming.....	November 24, 2008
Hockey.....	October 27, 2008

Spring sports practices begin ..... March 9, 2009

Athletic Physicals: Sports physicals will be given prior to the end of the school year in June for a minimal fee.

**STUDENT TICKETS:** Students at Charlotte must keep in mind that they can save on the price of an athletic ticket for home contests by purchasing the ticket from the Athletic Office during the day of the contest. Also, they must be aware that ticket prices may be different at the opponent's home contest. Students ***MUST*** purchase tickets during the day to take advantage of level status privileges.

#### GUIDANCE OFFICE

The Guidance Office is open daily from 7:15 a.m. to 3:45 p.m. Special appointments may be made at other times if necessary.

Since the Guidance Office is the place where your permanent record is maintained, it is important that you inform them of any **CHANGE IN ENROLLMENT STATUS** (change of name, address, telephone number, guardianship, etc.) Also, should you need a **TRANSCRIPT** of your grades and test scores; they are available by signing the proper release forms as required by the privacy act.

The *Guidance Newsletter* will have announcements and information regarding scholarships, visiting *college* representatives, colleges and the military services, application deadlines for tests and financial aid, and many other services to you.

Some of the programs coordinated by the guidance counselors are: Foreign Exchange Program, Gifted & Talented, Pre-College Information, Student Master Schedule, EISD Programming, Testing Programs, Homebound Students, Special Student Recognition, Career Preparation, New Student Activities, and Curriculum Guide.

All counselors work with seniors regarding scholarships, college information, armed services, college representatives, student resumes, and pre-college information.

Students in need of personal and/or academic counseling are encouraged to see their assigned counselor. Students are assigned a counselor as follows:

A - E.....	Mrs. Dykstra
F - M.....	Mr. Curran
N - Z.....	Mrs. Jobson

Students wishing to arrange an appointment with their counselor should initiate a request with the Guidance Office Secretary. A pass from the Guidance Office will be provided to show your teacher **PRIOR** to the appointment. Students that fail to follow this procedure will be sent to class or marked absent/tardy.

**DUAL ENROLLMENT:** Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet student's needs and interests.

The Postsecondary Enrollment Options Act [1996 PA 160] and the Career and Technical Preparation Act [2000 PA 258], **require** school districts to support dual enrollment for pupils in grades 11 and 12 if one of the following conditions are met:

1. The pupil who has taken all of the MEAP high school test or the Michigan Merit Exam (MME) must have achieved a qualifying score in all subject areas on the MEAP high school test or the Michigan Merit Exam.

2. The pupil who has not taken the MEAP High School Test or the MME must have achieved a qualifying score in all subject areas on the ACT PLAN or the College PSAT readiness assessment.
3. If the pupil has not achieved a qualifying score in all subject areas on the MEAP high school test, the MME, the ACT PLAN, or the College Board PSAT readiness assessment, the pupil is eligible only for the limited purpose of enrolling in one (1) or more eligible courses in a subject area for which he or she has achieved a qualifying score, or in computer science or foreign language not offered by the school district, or in fine arts as permitted by the school district at a postsecondary institution.
4. If the pupil has not achieved a qualifying score in all subject areas on the MEAP high school test, the MME, the ACT PLAN, or the College Board PSAT readiness assessment, the pupil is eligible for dual enrollment in a career and technical education program at a postsecondary institution [that is not offered through the career and technical education program at the local school district, at the intermediate school district, or through an area-wide career and technical] if the pupil achieves a qualifying score in mathematics and a qualifying score on a nationally or industry recognized job skills assessment.
5. The number of postsecondary dual enrollment courses under the Postsecondary Enrollment Options Act and Career and Technical Preparation ACT that a pupil may take in their fifth year of high school is limited to two courses taken at any given time and not more than four courses taken during the school year unless the pupil is enrolled in an early college or middle college high school.

Charlotte Public Schools will pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees, and registration fees or (b) the state portion of the students foundation allowance, adjusted to the proportion of the school year they attended the postsecondary institution.

If you believe that you are eligible for Dual Enrollment and you wish to participate, please see your counselor.

**GRADES:** The marking system at Charlotte High School consists of the following symbols and grade point equivalents:

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

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

**GRADUATION REQUIREMENTS:** Classes of 2009 & 2010

**ENGLISH:** 4 Credits to include:

- 1 Credit of English 9
- 1 Credit of English 10
- 1 Credit of English 11
- 1 Credit of Composition or Advanced Composition

**MATHEMATICS:** 2 Credits chosen from:

- Algebra 1B, Geometry Concepts & Skills, Geometry, Algebra 2, Applied Mathematics
- Algebra 1A does not count toward a math credit, but does count for general credit. Exceptions are granted only by the recommendation of the Mathematics Department.

Students are required to enroll in a math class in grades 9 and 10. Students are strongly encouraged to take 3 credits in mathematics.

**SCIENCE:** 3 Credits to include:

- 1 Credit Biology
- 1 Credit Physical Science or Introduction to Chemistry/Physics
- 1 Credit of Earth Science or Chemistry

**SOCIAL STUDIES** 3 Credits to include:

- ½ Credit of Geography taken during ninth grade year
- 1 Credit of US History during tenth grade year
- 1 Credit Government/Economics taken during eleventh grade year
- ½ Credit of elective social studies classes Western Civilization, Current Issues, Michigan History, Psychology, Sociology, Popular Culture in Post World War II America, Lessons of the Vietnam War, or AP European History

**HEALTH:** ½ Credit to be taken during ninth grade year

**PHYSICAL EDUCATION:** ½ Credit to be taken during the freshman, sophomore or junior year. Students are encouraged to complete this requirement at the earliest grade possible. However, delaying physical education is often done to accommodate an elective program in which the student may be interested.

**COMPUTER EDUCATION:** 1 Credit

Information Technology Core is taken for computer education credit. Students with prior computer skills may test out of computer education. Students taking computer education may be eligible for L.C.C. credit.

**GRADUATION REQUIREMENTS CLASS OF 2011 & 2012**

**ENGLISH LANGUAGE ARTS**

5 Credits to include:

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

**PHYSICAL EDUCATION & HEALTH**

1 Credit

**MATHEMATICS**

4 Credits to include:

- Algebra I
- Algebra II
- Geometry
- One math course during 12<sup>th</sup> grade

**SCIENCE**

3 Credits to include:

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

**SOCIAL STUDIES**

3 Credits to include:

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

**VISUAL PERFORMING & APPLIED ARTS**

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

**ON-LINE LEARNING EXPERIENCE**

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

### ADDITIONAL REQUIREMENT

Charlotte High School students must complete the MME or MI-ACCESS test when scheduled by the district, during the 11<sup>th</sup> grade year. Meeting the requirement means a student will give “honest effort” in completing all portions of the test. Students who do not complete all areas of the test with “honest effort” will be required to re-take the exam. To clarify: Participation in the State of Michigan Assessment Program is a requirement for graduation from Charlotte High School.

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

### CLASS STANDING

Grad Year	Credits for Class Designation			Credits Required for Graduation
	To become a Sophomore	To become a Junior	To become a Senior	
2009	6.5	13.5	21.5	29.5
2010	7	14	22	30
2011	7.5	14.5	22.5	30.5
2012	8	15	23	31

**CREDIT RECOVERY:** Students who fail classes (and may not be able to graduate due to lack of credit) may exercise one of the following options to earn additional credits. ***Students will be responsible for all course fees. Students must get the approval of their counselor before enrolling in any of the following programs:***

- 1) Summer School
- 2) Correspondence Classes
- 3) After School Work Experience
- 4) Michigan Virtual High School

**In addition:**

1. Any senior student who becomes deficient in credit prior to May 1 shall not be allowed to participate in the Commencement Program.
2. Students who fail to earn enough credits to graduate prior to the Commencement Program will be required to complete the credit deficiency prior to September 1 following their classes' graduation in order to receive a diploma for that year. Credit deficient students are encouraged to seek guidance from their counselor as how best to complete high school and receive a Charlotte High School diploma.
3. Students may not apply more than a total of three (3) credits earned outside of the regular school day toward graduation requirements. This would include courses taken in summer school, correspondence classes, after school work experience, or Michigan Virtual High School.
4. If taking a correspondence course we strongly recommend that all work/exams be submitted to the correspondence school prior to May 1. Work/exams submitted after that date may not be evaluated and credit awarded in time for Charlotte High School to be notified prior to the Commencement Program. Correspondence school students will NOT participate in graduation ceremonies if Charlotte High School has not received confirmation of satisfactory correspondence course completion by May 1. Students assume full responsibility for successful completion of correspondence courses.

**INCOMING TRANSFER STUDENTS:** Students transferring to Charlotte High School from another school will be required to enroll as a full-time student for two full semesters and earn at least eight (8) credits in order to qualify for a Charlotte High School Diploma unless there is evidence of extenuating circumstances as determined by the principal and approved by the superintendent.

Charlotte High School does not accept home school credit for transfer, but instead seeks to determine student achievement competencies in core courses. A course of study will be determined that will lead to high school graduation.

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

**OUTGOING TRANSFER STUDENTS:** Students transferring to another school or withdrawing from school must come to the Student Services Office to secure a drop slip form. Students must take the drop slip to each of their teachers, Media Center, and Attendance Office before leaving school. The completed form needs to be returned to the Guidance Office.

**NOTE:** All school materials must be accounted for before final drop or withdrawal.

**REPEATING COURSES:** Students receiving a term grade of "C+" or lower may repeat that course. Both grades will be reflected on the transcript, which will result in an average of the two (2) grades. The course may not be taken out of sequence. For example, if a student completes English 9 and goes on to English 10, they may not go back and repeat English 9.

**OPEN PERIODS/EARLY GRADUATION:** Seniors who have completed their graduation requirements by the end of the third term of their senior year may elect not to attend school during the fourth term of their senior year. Students who elect this option will not be allowed to participate in school activities.

Fourth term seniors may also elect to have one open block during the first or fourth block if, by enrolling in three classes, they will have enough credits to graduate with their class.

Seniors must have written permission from a parent/guardian to graduate early or have an open period. Applications are available in the Guidance Office.

It is important that students understand the following before requesting an open period or early graduation:

1. Students must be enrolled and passing three credits in order to participate in school athletics.
2. Students will be required to leave the building during their open periods.
3. Students cannot drop an 18-week or full-year course to have an open period.

**SENIOR HONORS AND GRADE POINT AVERAGE:** Seniors earning graduation honors must have been in attendance at least three semesters at Charlotte High School. This includes students transferring from a public, private or accredited charter school setting. Home School and Foreign Exchange students must be in full-time attendance at a public, private or accredited charter school for at least six semesters to earn graduation honors.

The valedictorian and salutatorian must have met DAS requirements. For the purpose of reporting honors status and class rank, final grade point average (GPA) will be determined by the cumulative grade point average at the end of the third term of the senior year. Grade point will NOT include summer school, correspondence or night school classes. Final transcripts, which are sent to colleges, will include fourth term grades. The grade point average is calculated three decimal places to determine class rank (example: 3.512).

**SCHEDULE CHANGE POLICY:** Students must adhere to the following guidelines when requesting any schedule changes. Requests will be honored for exceptional circumstances as space is available and as indicated below. There will be a designated day/time before school starts for schedule changes. Schedule changes will be allowed for the following reasons:

- Incomplete schedules – no open periods are allowed, all students must have a complete schedule (if you do not have a complete schedule and you do not come in before school starts we will select courses to fill your schedule)
- Balance Academic Load – 3 or more Core Academics in one semester (Core Academics are English, Math, Science, Social Studies or Foreign Language);
- Seniors wishing to drop classes to add Co-op (approval from Co-op Coordinator is required): and
- Level Change – such as the student did not pass English 9 and cannot go on to English 10; or the student decided to take AP World History instead of World History.

Any schedule change request that does not meet one of the criteria listed above must be submitted to the Guidance Office in writing with a parent signature prior to the start of the school year (Schedule Change Request forms available in the Guidance Office). Written requests will be considered as long as space is available, the change moves the student from a larger class to a smaller class with the same teacher, and it does not involve rearranging the student's schedule. These requests will be submitted in writing and students will have to check back with the Guidance Office on the first day of school to find out if their schedule has been changed. Schedules will not be changed to honor requests for a different teacher, to be in class with a friend, etc.

**SENIOR RELEASE FORM:** Prior to leaving school each senior must have completed a Senior Release Form. This verifies that all accounts are current, textbooks and Media Center materials are returned, and athletic uniforms accounted for. Early graduates must do this also prior to leaving at the end of the first semester.

Failure to turn in an approved Senior Release Form to the office will jeopardize participation in commencement and honor exercises and may delay awarding of the diploma.

**TESTING OUT OF COURSES: Testing Out of a Class:** In 1995, the Michigan Legislature passed Public Act 335 which requires that high schools develop alternative options for students to fulfill academic requirements. Section 1270B of the State School Code requires schools to provide an opportunity for high school students to "test out" of any course. The "test out" option does not include those courses in which students are currently enrolled.

In order to "test out", students need to exhibit mastery of the subject matter by attaining a grade of not less than a C+ (77 %) on a final exam. The student may also be required to demonstrate mastery through other basic assessments used in the course such as portfolio, performance, paper, project, or presentation, in addition to or in lieu of, a final exam.

Teachers and counselors are not responsible for tutoring or providing instruction relative to students "testing out" of the course. Students must earn a minimum of 29 credits for graduation.

**Testing Out Schedule:**

Beginning of September- Applications available in the guidance office

End of September – Completed applications are due to the principal

Beginning of October – Class test-out packets available

Beginning of December – All required course work is due/final exam is taken

Please note that by "testing out" of a course, a student will miss participation in discussions, classroom activities and opportunities to develop the skills which are nurtured by daily contact with the teacher and fellow students. If you have any question or concerns, please contact your child's counselor. Applications are available in the guidance office.

## GENERAL HIGH SCHOOL INFORMATION

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

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

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

**BICYCLES:** There are bicycle racks in front of the school. Please use these racks and do not block any entranceway. Remember to **LOCK YOUR BIKE**.

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

**CAFETERIA:** Breakfast will be available before the start of first block. Those students who are eligible for free or reduced priced lunches are also eligible for free or reduced priced breakfast. The price for a complete school lunch and ala carte items will be posted in the high school cafeteria and lobby. If you eat your lunch in the cafeteria, lobby, or outside courtyard, we ask that you follow these simple rules:

CPAC and lower level are closed at lunchtime.

Food is allowed in designated areas only: Cafeteria, lobby and outside courtyard when weather permits.

Deposit all lunch litter in wastebaskets.

Return all trays and utensils to the dishwasher area if in the cafeteria, or to the carts in the lobby by the counter.

Leave the table and floor around your area clean.

Any students caught throwing food or not taking care of lunch trays/trash will be assigned cafeteria, lobby, or hallway cleanup duty.

No food or drinks in the gymnasium.

Students who fail to follow these rules will be dealt with under #31 of the Code of Conduct – Failure to Follow Directions.

*Please make an effort to keep your school clean no matter where you eat.*

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

### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECDs)**

A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions according to following guidelines.

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



Juniors and seniors who drive to school during the time of their first suspension of driving privileges will automatically move to the second offense.

Sophomores who attain junior credit status in their sophomore year are still considered sophomores for the entire school year.

**DRIVERS EDUCATION:** In order to participate in driver's education during the 2008-2009 school year students must pass three (3) of four (4) classes during the third nine-week marking period. Students are also required to be passing three (3) out of four (4) classes at the mid-term of the fourth marking period. Contact the Athletic Office for further information.

**END OF BLOCK PROCEDURES:** The tone at the end of each block is a reminder to the teacher that it is time to dismiss class. Students are not released from class until dismissed by their teacher. Students should be seated at their desk or workstation until properly dismissed by the teacher.

**FINAL EXAM POLICY:** All classes at Charlotte High School have a semester final exam or some kind of 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 will not be allowed to make-up the exam.

Requests to take exams early or later are granted sparingly and must be approved by the principal.

Members of the senior class that are in position to graduate may have their second semester exams waived if the teacher so desires.

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

**HALL PRIVILEGES:** In order for students to be able to move about the building during regular class time they must possess a Card. Hall passes can be issued by administrators or 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.

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

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

**LEAVING SCHOOL DURING THE DAY:** Students are not permitted to leave the school building at any time during the school day **without permission from the Main Office** (exception during lunch for students in grades 11<sup>th</sup> & 12<sup>th</sup>). (Refer to Discipline Code)

**LOCKERS: STUDENTS ARE ENCOURAGED NOT TO SHARE LOCKERS.**

If you should experience a problem with the operation of your locker, or have some unexplainable losses from it, report these problems to the Main Office.

If your locker is too far from your classes to allow you to visit it in the 5-minute passing time, you will need to carry the necessary materials with you.

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

Lockers must be cleaned by the student before leaving on the last day of school. Lockers will be cleaned by the school staff the afternoon of the last day of school.

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

**MEDIA CENTER OVERDUE MATERIALS:** 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. Appropriate loan forms must be filled out. Use of a video camera requires parental approval and signature.

**MEDICATION POLICY:**

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

**School procedures for prescription medications are as follows:**

1. The Medication Request and Authorization (Form 5330 F1) for prescription medication must be signed by the student's physician and filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
2. There must be a physician's prescription for the medication, and the medication must be brought to school in the prescription container. The original pharmaceutical container may be considered the prescription.
3. Medications must be brought to school by the parent/guardian. Other arrangements must be confirmed in advance with the building administrator or designee.
4. Except in an emergency that threatens the life or health of the student, medication must be administered by a school employee designated by the school administration in the presence of another adult.
5. Any change in dosage, or other medication procedures, must be accompanied by written instructions from the physician. Parental or guardian request/permission and physician's signed instructions must be renewed annually, or more often, if necessary.
6. Parents/guardians will pick up all medication at the end of the school year. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription expires or at the end of the school year.
7. Medication will be stored in a locked cabinet or container in a designated location. Students may carry asthmatic inhalers if: a) the student has written approval from a physician or other health care provider; and 2) the principal or other chief administrator of the student's school has received a copy of the written approval on Form 5330 F1c.
8. Communication between the parent/guardian, school personnel, and physician, should be ongoing and according to need.

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

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

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

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

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

**MIDDLE SCHOOL:** For safety and security purposes students are not permitted to walk to the middle school. Students are not allowed to drive through the back entrance to the middle school; this area is for school transportation only. Students in violation of this may be subjected to detention, Saturday school or an out of school suspension depending on the severity of the incident.

**HIGH SCHOOL STUDENTS ARE NOT PERMITTED ON MIDDLE SCHOOL GROUNDS OR AT THE MIDDLE SCHOOL DURING THE NORMAL SCHOOL DAY UNLESS OTHERWISE GIVEN PERMISSION BY THE ASSISTANT PRINCIPAL. HIGH SCHOOL STUDENTS ARE NOT TO USE THE DRIVE OR PARKING LOTS AT THE MIDDLE SCHOOL BETWEEN 7:30 A.M. AND 3:30 P.M.**

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

September 26, 2008  
December 15, 2008

February 12, 2009  
May 1, 2009

**END OF 9-WEEK TERM AND 18-WEEK SEMESTERS:**

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

October 30, 2008 – End of First Term  
January 16, 2009 – End of First Semester and Second Term

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

March 27, 2009 – End of Third Term  
June 5, 2009 – End of Second Semester and 4<sup>th</sup> Term

**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.

October 6, 2008.....	5:30 – 8:30 p.m.
October 7, 2008.....	5:30 – 8:30 p.m.
December 8, 2008.....	5:30 – 8:30 p.m.
February 23, 2009.....	5:30 – 8:30 p.m.
May 11, 2009.....	5:30 – 8:00 p.m.

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

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

**SIGN OUT PROCEDURES:**

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

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

**STUDENT VALUABLES AND PERSONAL PROPERTY:** Charlotte High School is not responsible for any student valuables, personal property, vehicles, and/or money lost on school grounds. Students who find it necessary to carry valuables or large sums of money are encouraged to leave such valuables in the Main Office for safekeeping. Students are reminded that they should lock their hall and gym lockers at all times, as well as their vehicles, if they drive to school.

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

**TEXTBOOKS AND SUPPLIES:** Textbooks are provided at no cost; however, you are responsible for their care and safekeeping. You will be required to pay for lost textbooks and damages beyond normal wear. When being issued a textbook, you should write your name and the date in the place provided on the inside cover so it can be returned to you if misplaced.

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

**VEHICLE REGISTRATION AND DRIVING REGULATIONS:** STUDENT VEHICLES MUST BE REGISTERED AT THE MAIN OFFICE WITHIN TEN (10) DAYS FROM THE BEGINNING OF THE SCHOOL YEAR. A one-time registration fee of \$1.00 is required. Registration is required for all students driving and parking on school grounds throughout the entire school year.

Students must show their drivers license and vehicle registration to obtain a student-parking permit. The permit will be granted upon full payment of the registration fee. The permit must be hung on rear view mirror.

**Student parking is allowed only in the large student parking lot. Parking in any other areas, such as in front of the school, will result in disciplinary action. (Possible TOWING at owner's expense.)**

Failure to properly register a vehicle, display the sticker, and any driving or parking violations will result in disciplinary action. **(Refer to Discipline Code #30 for specifics.)**

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

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

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

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

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

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

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

**FOR STUDENTS WITH 1<sup>ST</sup> AND 2<sup>ND</sup> BLOCKS AT LCC: BUS LEAVES AT 6:40 A.M. RETURNS AT 10:50 A.M.**

**FOR STUDENTS WITH 3<sup>rd</sup> AND 4<sup>th</sup> BLOCKS AT LCC: BUS LEAVES AT 11:15 A.M. RETURNS AT 2:40 P.M.**

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

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

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

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

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

## HIGH SCHOOL CODE OF CONDUCT

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

Charlotte High school operates using a positive discipline model, which emphasizes privileges verse rights. This system implements a card system to determine the privileges for each level. Students are expected to present their card when asked, failure to do so will result in suspension of all 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. Cards will be reissued daily during 4<sup>th</sup> block only. Students who lose their cards will be expected to replace them (at the cost of \$5.00) to access privileges.

The following is a list of unacceptable student behaviors and the consequences which will result for any student, regardless of age, who is under the schools' jurisdiction. The list is offered as an example of categories of misbehavior to provide clarification for students, and it is not intended to be all-inclusive.

**NOTICE TO STUDENTS!!! MANDATORY SCHOOL EXPULSION RECOMMENDATIONS:** The following offenses result in immediate recommendation for expulsion from school: Possession or use of any firearm or look-a-like firearm, possession or use of dangerous weapons or look-a-like dangerous weapons, arson, and sexual misconduct (#'s 1-3 & 7). Persistent disobedience, which constitutes the continuous disregard for repeated infractions of school regulations, may also lead to expulsion (#31).

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

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

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

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

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

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

Any behavior that results in a suspension will carry the additional consequences of school privileges being suspended. School privileges will be forfeited double the length of the student's suspension, ie: 1 day will equal 2 days of loss of privileges.

VIOLATION	OFFENSE	CONSEQUENCES
<b>VIOLATIONS 1-8 ARE CUMULATIVE OVER A STUDENT'S HIGH SCHOOL CAREER</b>		
<p><b>#1 – FIREARMS OR LOOK-A-LIKE FIREARMS:</b></p> <p>Possession or use of any firearm of any type (including shotguns, rifles, hand guns, pellet or BB guns, starter guns or look-a-like firearm weapons).</p>	Any	<p>Immediate suspension and recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.</p>
<p><b>#2 – DANGEROUS WEAPONS OR LOOK-A-LIKE DANGEROUS WEAPONS:</b></p> <p>Possession or use of any weapon, knife with a blade of any length, or instrument capable of inflicting injury; include but are not limited to: BB guns, paintball guns, dagger, stiletto, pocket knife opened by a mechanical device, iron bar, or look-a-like weapons while on school property or at a school-sponsored event.</p>	Any	<p>Up to ten (10) days suspension with a possible recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.</p> <p><b>NOTE:</b> The State of Michigan requires expulsion under the Weapons Free School Act for possession of certain weapons.</p>
<p><b>#3 – SEXUAL MISCONDUCT:</b></p> <p>Unlawful sexual intercourse by force or threat.</p>	Any	<p>Immediate suspension and recommendation for expulsion in accordance with Federal and State Laws and Board of Education Policies. A police report will be filed.</p>
<p><b>#4 – SALE AND/OR TRANSFER OF ILLEGAL DRUGS, PRESCRIPTION DRUGS, ALCOHOL OR ANY CONTROLLED SUBSTANCES IN SCHOOL, ON SCHOOL GROUNDS OR AT ANY SCHOOL SPONSORED ACTIVITY:</b></p> <p>Look-A-Like Drugs – It is against school policy to deliver attempt to deliver or cause to be delivered, a non-controlled substance which the person (a) represents to be a controlled substance; or (b) represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance</p> <p><b>NOTE:</b> Refer to Board of Education Policy for more specific information. 5131.6R</p>	Any	<p>10 Days Out-Of-School suspension with recommendation for expulsion.</p> <p>A police report will be filed.</p>



<b>VIOLATIONS 9-36 ARE CUMULATIVE OVER ALL CLASSES PER YEAR NOT JUST PER BLOCK</b>		
<b>#9 – GAMBLING:</b> Gambling is considered to be an inappropriate behavior and is subject to discipline.	Any and/or all	Discipline may include loss of school privileges out-of-school suspension, Saturday School or expulsion. Depending on the circumstances, the student may be recommended for expulsion. A police referral will be made.
<b>#10 – STEALING &amp; EXTORTION:</b> No student shall engage in a purposeful act of theft of school property or the property of other students/employees, this includes technology.	1st	1-3 Days suspension Police Referral and loss of privileges
	2nd	3-5 Days Suspension Police Referral and loss of privileges
	3rd	5-10 Days Suspension Police Referral and loss of privileges
<b>#11 – VANDALISM:</b> No student shall engage in a purposeful act of damage to school property, or the property of others to include fire extinguishers. <b>(Full restitution must precede a return to school.)</b>	1st	1-3 Days suspension, notification of parents and/or police officials and loss of privileges
	2nd	3-5 Days suspension, notification of parents and/or police officials and loss of privileges
	3rd	*5-10 Days suspension. Possible recommendation for expulsion and loss of privileges
<b>#12 – SEXUAL HARASSMENT:</b> Sexual harassment may consist of unwelcome sexual advances or other inappropriate verbal, written or physical conduct of a sexual nature. Students who feel they may be the victims of sexual harassment instigated by other students or school employees should immediately communicate their concerns in writing to the principal for a prompt investigation and disposition of the incident.	Any	When this occurs a 5-10 day suspension will occur. Depending on the circumstances, the student may be recommended for expulsion and a police report may be filed.  **Loss of privileges
<b>#13 – HARASSMENT, INTIMIDATION</b> at school during school hours, at school events or on the way to and from school.  (Intimidation or harassment of an ethnic nature will result in automatically moving to level 2 or 3)	1st	1-2 Days suspension and loss of privileges
	2nd	3-5 days suspension police referral and loss of privileges
	3rd	Over 5-10 Days suspension police referral. Possible recommendation for expulsion and loss of privileges

VIOLATION	OFFENSE	CONSEQUENCES
<b>#14 – DISRESPECT INSUBORDINATION:</b> Students must cooperate with and respect staff and other students. Students must identify themselves when asked to do so by a staff member. Students must accompany a staff member to the office of a counselor or administrator when asked to do so by a staff member. Lack of respect for staff and students will not be tolerated, nor will behavior detrimental to school functions or threats to staff.	1st	1-3 Days suspension and loss of privileges
	2nd	3-5 Days suspension, with re-admittance by principal and loss of privileges
	3rd	Over 5-10 days suspension, up to expulsion, as determined by Board of Education.  **Loss of privileges
<b>#15 – BULLYING:</b> Including Gender/Ethnic/Religious/Disability/Height/Weight or other teasing, harassment or intimidation.  <u>Written or spoken:</u> Innuendoes, comments, jokes, insults, threats, or disparaging remarks. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interactions with the person.  <u>Non-Verbal:</u> Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures. <u>Physical:</u> Any intimidating or disparaging action such as hitting, hissing, or spitting on a person, “Chesting Up: or any other use of physical force.	1st	Saturday School and loss of privileges until served
	2nd	1 – 2 Days suspension and loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater.
	3rd	3-5 Days suspension and loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater.  *All incidents of bullying are also subject to a school suspension for up to 5 days depending on the seriousness of the offense. Severe bullying can lead to a 10 day suspension and/or recommendation for expulsion.
<b>#16 – SMOKING:</b> Use of or possession of tobacco products on school grounds, visible from any area from school grounds, or at school events home or away is prohibited at all times.	1st	2 Days of private dining and loss of privileges until served.
	2nd	1 Saturday school and loss of privileges until served.
	3rd	1 day suspension and loss of privileges for 2 weeks.
<b>#17 – FORGERY:</b> Fraudulent use of school documents, passes, etc. Students may not obtain or possess class or school passes.	1st	2 Days of private dining and loss of privileges until served.
	2nd	1 Saturday school and loss of privileges until served.
	3rd	1 day suspension and loss of privileges for 2 weeks.

VIOLATION	OFFENSE	CONSEQUENCES
<p><b>#18 – CHEATING &amp; PLAGIARISM:</b> The following violations &amp; consequences are per class</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Loss of credit on assignment (including final exam), parents and office notified.</p> <p>Lower one (1) letter grade for marking period, parents and office notified. Loss of school privileges for 2 weeks</p> <p>Failure of class for marking period. Loss of school privileges for the remainder of marking period or 5 weeks whichever is greater</p>
<p><b>#19 - INAPPROPRIATE USE OF TECHNOLOGY.</b> No student shall engage in inappropriate use of the internet. This includes unauthorized computer activity (including but not limited to the improper use of the internet accessing inappropriate web site. Also this includes using district technology to engage in Cyber-bullying (sending e-mails posting harmful or cruel text or images via the internet).</p>	<p>1st</p> <p>2<sup>nd</sup></p>	<p>1 Saturday School and loss of privileges until served</p> <p>Administrator may impose immediate suspension and/or recommend expulsion based on severity of the incident.</p> <p>*Violation of district computer/software guidelines could mean the loss of computer privileges for that class and for the rest of the student’s high school career, in addition to the above prescribed consequences.</p>
<p><b>#20 – FALSE ALARMS/BOMB THREATS:</b></p> <p>Turning in a false fire alarm or bomb threats are a criminal offense. Parents of any student committing this offense will be informed. The student will be referred to the local fire chief and suspended.</p>	<p>Any and/or all</p>	<p>10 Days suspension up to expulsion</p> <p>*Police and Fire Marshall will be notified.</p>
<p><b>#21 – POSSESSION OR USE OF ANY MISCELLANEOUS DISRUPTIVE ITEMS – PROHIBITED AT SCHOOL:</b>  <u>Problems arise because students have articles that are hazardous to the safety of others, or interfere with school procedures.</u> Such items include, but not limited to, chains, shaving cream, smoke bombs, snowballs, water balloons, water pistols, radios, tape recorders, video cameras, and video games. Roller blades and skateboards are not permitted at or on school property. Also, any student found in possession of or using a penlight or laser pointer will be in violation of the Charlotte High School Code of Conduct.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Loss of school privileges for 1 week</p> <p>Loss of school privileges for 2 weeks</p> <p>Loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater</p> <p>*Serious violations of this standard may also be met by a school suspension if appropriate.</p>

VIOLATION	OFFENSE	CONSEQUENCES
<p><b>#22 – CD PLAYER/MP3/IPODS:</b> CD players, MP3 or IPODS are not recommended in classrooms. They may be used before school, at lunch and after school and at the discretion of teachers.</p> <p>A first offense will result in a request to put above named items away. Further offenses will result in loss of school privileges for up to 5 weeks depending on the number of offenses that have occurred.</p>		
<p><b>#23 – FOOD AND DRINK:</b> Food and drink are not allowed in computer labs, the media center, the lecture room or any other designated area determined by staff. Food needs to be kept in the cafeteria and lobby. If a school sanctioned meeting is conducted during lunch, students will be allowed to eat in the designated meeting room as approved by school administration.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Loss of school privileges for 3 days</p> <p>Loss of school privileges for 1 week</p> <p>Loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater</p>
<p><b>#24 – DISRUPTIVE CLASSROOM BEHAVIOR:</b> Behavior that prevents a teacher from presenting lesson or material in an atmosphere that is conducive for learning to take place.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p> <p>4th</p> <p>5th</p>	<p>1 Day private dining, loss of school privileges until served</p> <p>3 Day private dining, loss of school privileges until served</p> <p>Saturday School and loss of school privileges</p> <p>1 Day suspension and loss of privileges</p> <p>2 Days suspension and loss of privileges</p>
<p><b>#25 – CELL PHONE &amp; ELECTRONIC COMMUNICATION DEVICES (ECDs) (See page 15 for specific policy information.)</b>  <i>*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.</i></p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Confiscation of phone or ECD. Loss of privileges for 3 days</p> <p>Confiscation of phone or ECD. Loss of privileges for 1 week</p> <p>Confiscation of phone or ECD. Loss of privileges for remainder of marking period or 5 weeks whichever is longer</p>
<p><b>#26 – PROFANITY AND OR SWEARING:</b> NOTE: Profanity or abusive language directed toward any school employee will result in a five days out of school suspension. Subsequent violations will result in a long-term suspension and/or expulsion.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>1 Day private dining, loss of school privileges until served</p> <p>3 Day private dining, loss of school privileges until served</p> <p>Saturday School and loss of school privileges</p>

VIOLATION	OFFENSE	CONSEQUENCES
<p><b>#27 – STUDENT DRESS:</b> The school has a responsibility to establish dress standards that promote a positive and proper learning environment. Therefore, students are not permitted to wear clothes that are distracting or cause classroom disruptions, display profanity, are sexually suggestive, promote the use of controlled substances (such as alcohol, tobacco), or promote gang activity. The wearing of chains must not pose a threat of physical harm to the wearer or other students and must <u>NOT</u> be of a length or size to be considered a weapon.</p> <p>Students are allowed to wear shorts, but they must be of appropriate length. A guideline is that the bottom of the shorts/skirts should be of index finger length with arms extended at the side. Shirt and pants/skirts must meet or overlap at all times.</p> <p>Shirts or blouses must cover the stomach area. Halter-tops, spaghetti straps, or muscle shirts for both boys and girls are inappropriate dress for school. Tank tops or sleeveless blouses may be worn, provided the straps are the width of four fingers or at least 3 inches. Excessively baggy or intentionally torn pants are not considered appropriate dress for school.</p> <p>Teacher's reserve the right to require clothing that is appropriate for classroom due to safety concerns. Example: Auto shop students must wear long pants at all times and/or clothing that does not pose a safety hazard.</p> <p><u>A first offense will result in a request to change or cover the objectionable clothing. Further offenses will result loss of school privileges for up to 5 weeks, depending on the number of offenses that have occurred.</u></p>		
<p><b>#28 – INAPPROPRIATE DISPLAYS OF AFFECTION:</b> Any physical display of affection other than holding hands will be considered inappropriate.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>1 Day private dining, loss of school privileges until served</p> <p>3 Day private dining, loss of school privileges until served</p> <p>Saturday School and loss of school privileges</p>
<p><b>#29 – HATS, HOODS AND COATS:</b> Hats, hoods, coats, and head coverings (bandanas, dew rags) are not to be worn in the school building during the school day. All hats and coats must be in student lockers and <b>NOT</b> in classrooms. NOTE: The principal and Student Council are permitted to designate special dress days at which time hats may be worn.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>Confiscation of item and returned at the end of the day</p> <p>Confiscation of item, 1 private dining and loss of privileges until served.</p> <p>Confiscation of item, 5 private dining and loss of privileges until served.</p>
<p><b>#30 – DRIVING/PARKING VIOLATIONS:</b> (Reckless driving, improper parking, leaving without permission, no registration, etc.) Student parking is allowed only in the large student parking lot. Parking in any other areas, such as in front of the school, will result in disciplinary action. (Possible TOWING at owner's expense.) Driving on school grounds must be safe and appropriate for conditions. A maximum speed of 10 miles per hour must be observed. Students who drive in a careless/reckless manner will be denied driving privileges and assigned to Private Dining for the first offense.</p>	<p>1st</p> <p>2nd</p> <p>3rd</p>	<p>1 Private dining, loss of parking privileges.</p> <p>1 Saturday School, loss of parking privileges.</p> <p>1 Day Suspension, loss of parking privileges for remainder of term.</p> <p><b>SPECIAL NOTICE:</b> The school district is not responsible for any personal property (including vehicles) while at school or school events.</p>

VIOLATION	OFFENSE	CONSEQUENCES
<b>#31 – FAILURE TO REPORT/FOLLOW DIRECTIONS:</b> Students are expected to report to the office or any other destination when directed by any school employee. Likewise it is expected that students will follow reasonable directions given to them by any school employee.	1st  2nd  3rd	1 Day private dining, loss of school privileges until served  3 Day private dining, loss of school privileges until served  Saturday School and loss of school privileges
<b>#32 – PERSISTENT DISOBEDIENCE:</b> Three or more inappropriate actions of the same offense, incorrigible behavior and/or non-compliance with the reasonable request from school personnel. This also pertains to student attendance in a specific class or school in general. Students are in violation when failing to attend after being directed by a school administrator.	1st  2nd  3rd	Saturday School and loss of privileges until served  1 Day suspension and loss of privileges for 2 days  3 Days suspension and loss of privileges for 6 days  *Administrator may skip to level 2 or 3 punishments depending on the severity of the offense.
<b>#33 – DISORDERLY CONDUCT:</b> Any inappropriate behavior that disturbs the school environment which includes: making any noise, or causing a disturbance of any kind.	1st  2nd  3rd	Saturday School and loss of privileges until served  1 Day suspension and loss of privileges for 2 days  3 Days suspension and loss of privileges for 6 days  *Administrator may skip to level 2 or 3 punishments depending on the severity of the offense.
<b>#34 – STUDENTS ARE SUBJECT TO DISCIPLINARY ACTION BY SCHOOL AUTHORITIES FOR INAPPROPRIATE BEHAVIOR THAT TAKES PLACE OFF SCHOOL PROPERTY DURING THE TIME THEY ARE COMING TO AND FROM SCHOOL AND DURING THE LUNCH PERIOD.</b>		
<b>#35 – FAILURE TO ATTEND ADMINISTRATIVELY OR TEACHER ASSIGNED AFTER SCHOOL DETENTION WILL RESULT IN SATURDAY SCHOOL. FAILURE TO ATTEND SATURDAY SCHOOL WILL RESULT IN LOSS OF PRIVILEGES UNTIL THE SATURDAY SCHOOL IS SERVED. STUDENTS ARE EXPECTED TO FOLLOW ALL REASONABLE DIRECTIONS/REQUESTS GIVEN BY SCHOOL PERSONNEL. FAILURE TO COMPLY WITH REQUESTS OR DIRECTIONS GIVEN BY SCHOOL PERSONNEL IS A SERIOUS OFFENSE AND IS PUNISHABLE BY SATURDAY SCHOOL, LOSS OF PRIVILEGES, AND/OR OUT-OF-SCHOOL SUSPENSION UP TO 5 DAYS DEPENDING ON THE SERIOUSNESS/SEVERITY OF THE INCIDENT</b>		
<b>#36 –</b> Any miscellaneous disruption or behavior that is deemed inappropriate or causes a disruption to the overall learning environment/process will be subject to immediate discipline.	1st  2nd  3rd	Loss of school privileges for 1 week  Loss of school privileges for 2 weeks  Loss of school privileges for the remainder of the marking period or 5 weeks whichever is greater  *Administrator may impose immediate suspension and/or recommend expulsion based on severity of the incident.

**ZAP LAB:** Students will be assigned ZAP Lab for missing work. Students who fail to attend ZAP Lab will be assigned Saturday School. Students who fail to attend Saturday School will lose privileges until Saturday School is served.

**SATURDAY SCHOOL RULES AND REGULATIONS:**

1. Saturday School is assigned by the assistant principal for violations of discipline code of conduct, exceeding the attendance requirement, truancy, missing ZAP or Private Dining.
2. Saturday School runs from 8:00 a.m. until 11:00 a.m.
3. Students report to the front of the building between 7:50 and 8:00 a.m. to be admitted into the building. Students that do not report by 8:00 a.m. will be marked absent and considered unexcused with subsequent disciplinary action to follow.
4. Students should come prepared with homework assignments and the required books and materials to complete them. If no work is brought, work will be given and student will be required to complete and submit the assignment.
5. Students that are disruptive, uncooperative, or fail to attend Saturday School will be removed and subsequent disciplinary action will follow (which may include but is not limited to: suspension out of school or expulsion).
6. Weather permitting students may be assigned ground(s) maintenance around the school such as picking up trash, pulling weeds, cleaning sidewalks, etc.
7. Students who fail to attend Saturday School will have privileges suspended until Saturday School time is served.

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

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

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

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

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

## ATTENDANCE POLICY INTRODUCTION

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

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

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

## ATTENDANCE REQUIREMENT

All courses will operate on a nine (9) week basis.

Absences exceeding approximately 10% of a 9-week term are considered detrimental to the instructional and learning process. Therefore, once a student has exceeded five (5) absences in a nine (9) week class he/she has failed the attendance requirement and will receive an Incomplete (I-A) on their report card for that marking period. Students not meeting the attendance requirement can still gain credit if they meet the following criteria:

1. In a nine (9) week class the student must have obtained a "C-" or better to receive the credit for the class.
2. Students who exceed the Attendance Policy have two weeks after the end of the term to make up missed days by attending Saturday School or Private Dining to regain their credit. A full day of Saturday School session (three hours) will count for four missed blocks of time. Two sessions of Private Dining will equal one missed block of time. Students can use the four blocks of make up credit earned during Saturday School to meet the attendance standard in one or more of their classes. The student is responsible for contacting the assistant principal and arranging the Saturday School or Private Dining to make up time. This must be done within two (2) weeks after the end of the term. Students who fail to make up the time through attendance at Saturday School or Private Dining will receive an Incomplete (I-A) for that class/term.
3. Any "I-A" grades left one (1) week after school is out will change to "No Credit".

Waiver of this requirement may be considered by the assistant principal for certain medically verified extended illness or hospitalization or other extenuating circumstances) coupled with a record of **NO** unexcused absences for the semester. A waiver will be granted rarely; therefore, it is the students' and parents' responsibility to present valid and comprehensive documentation for the absences. (Example: Orthodontist appointments and doctor appointments with **written documentation** that the appointments could not be made before or after school hours.)

## EXCUSED ABSENCES

The following absences are considered to be excused and need to be verified by a written parental excuse or a phone call **within 48 hours of the student's absence**. If you are unable to contact the Attendance Office during working hours (7:15 a.m. until 3:45 p.m.), voice mail is available from 3:45 p.m. until 7:15 a.m. by calling 541-5640.

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

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

#### **GUIDELINES REGARDING ABSENCES**

1. If at any time a student's absence pattern is deemed questionable, an assistant principal will review his/her attendance record. If there is any question about the absences, a student/parent conference will be arranged with the assistant principal. Further action may be taken such as:
  - a. Requiring a doctor's statement for any future absences related to personal illness. Thereafter, absences not excused by a doctor will be considered as unexcused/truant.
  - b. Submitting a referral to the court for students under 16 years of age who are continually marked unexcused/truant. (Reference: Compulsory school attendance provisions of the Michigan School Code, MCL 380.1561-1599).
2. When students have accumulated five (5) total absences (excused or unexcused) in a 9-week marking period in relation to the attendance requirement, notification will be sent to the parents outlining the provisions of the policy.
3. In the event the parents are in disagreement with the administration of the Attendance Policy, they may appeal to the attendance appeal committee. The attendance appeal committee will be made up of two (2) teachers and one (1) student representative from Student Council. The appeal must be initiated in writing within 72 hours of the event which raises the concern. The decisions reached by this committee are final. **NOTE:** Appeals which are suspension oriented are **not** heard by this committee.

#### **NON-CHARGEABLE ABSENCES**

Certain school-related absences will not be charged toward the attendance requirement or outstanding attendance incentive, such as:

1. Approved school activities.
2. Class absence due to an appointment with school personnel.
3. Arrangements for college visitations made through the Guidance Office.
4. School-imposed suspensions. On days of suspension students do have the opportunity to make-up work missed. An appropriate time frame to complete missed work when suspended must be arranged between the teacher and student. However, 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. When students are suspended from

school they cannot opt out of a final exam, per the outstanding attendance incentive.

### SENIOR OUTSTANDING ATTENDANCE INCENTIVE

Seniors who meet the following criteria second semester will be given the opportunity of selecting not to take one (1) of their final exams (a class of their choice) at end of fourth term only.

1. Zero (0) unexcused/truant absences.
2. Zero (0) to three (3) total absences per class. **No exceptions.**
3. Zero (0) to three (3) total tardies (cumulative over all classes). **No exceptions.**
4. A grade of "B-" or better in the class the student chooses to opt out of the final exam (average of both nine-week terms).
5. When students are suspended from school, they cannot opt out of a final exam, per the outstanding attendance incentive.

**NOTE A:** It is the student's responsibility at the end of 4<sup>th</sup> term to make sure all the above criteria are met and to verify through the assistant principal's office which final exam is being selected to omit.

**NOTE B:** During the final three (3) days of 4<sup>th</sup> term, attendance records are stopped and completed in order to verify which seniors are eligible for the incentive. At this point the Attendance Office will put together a list of seniors that meet the requirements.

### REPORTING PROCEDURES

Parents are expected to contact the Attendance Office (541-5640) on the day of the absence. Voice mail is available from 3:45 p.m. until 7:15 a.m. for the purpose of excusing your child's absence if you are unable to call during school hours **OR** the student is expected to bring a note to excuse the absence on the day he/she returns to school. The note should include:

- |                       |                       |
|-----------------------|-----------------------|
| 1. Student name       | 3. Reason for absence |
| 2. Date(s) of absence | 4. Parent signature   |

### TARDY POLICY

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

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

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

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

The consequences of tardiness in any class are as follows:

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

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

#### **TRUANCY AND UNEXCUSED ABSENCES**

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

1. Failure on the part of the parent to properly report an absence by telephone or note **after 48 hours of the student's absence.**
2. Being absent without parental approval.
3. Being absent from an individual class period without teacher permission.
4. Leaving school without following the "sign-out" procedure.
5. Conducting personal business that could be done outside the school hours (i.e. hair appointments, shopping trips, going out to lunch, etc.)
6. Oversleeping.
7. Transportation problems not caused by the school (i.e. car trouble, missing bus).
8. Students that leave class without teacher permission will be marked unexcused and will lose privileges for one (1) week.

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

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

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

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

NOTE: Students that are persistently truant/unexcused absent will be in jeopardy of: 1) if they are 16 years of age being dropped entirely from school or 2) if they are not 16 years of age being continually suspended from school at the 1-10 days out-of-school levels or 3) be given the option to apply for enrollment in alternative education.

An absence without the knowledge or permission of a parent/guardian or school authority will be considered a truancy and students may not attend any school related activity the day they are considered truant.

**OFFENSE** – Conference with administrator, parent notification and student will be assigned Saturday School with lose of school privileges for 1 week.

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

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

#### **Web Page Publishing Guidelines**

Charlotte Public Schools supports and encourages its teaching staff and administration to use the Charlotte Public School Web Page ([www.charlottenet.org](http://www.charlottenet.org)) to publish information consistent with the school's purpose that reflects well on the District. On occasion it may contain student work, included but not limited to: projects, materials, artwork, and assignments (which might include a student's picture),

identified using only a student's first name. (For a copy of the complete policy, please contact the building Media Center or visit the district web site at [www.charlottenet.org](http://www.charlottenet.org))

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

### **COMPUTER/EQUIPMENT/INTERNET USE POLICY**

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

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

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

### **ZEROES AREN'T PERMITTED (ZAP)**

#### POLICY – "ZAP" (Zeroes Aren't Permitted)

This program (ZAP) is designed to provide motivation for students to use given class time appropriately and complete assignments on time. Doing quality, timely work not only improves student assignment grades, but also better prepares students for assessments. Late credit is always preferable to a "zero" no matter what the assignment.

All students at Charlotte High school are expected to complete all teacher given assignments. Failure to turn in assignments when they are due will result in students being referred to an after-school ZAP Lab (2:55-3:50 Tuesdays and Thursdays). Students will be allowed to leave ZAP when work is completed and handed in to the ZAP supervisor.

Students are also expected to turn in satisfactory work. Satisfactory work is defined as meeting the minimum requirement for home work and/or projects in a particular class, as defined by the teacher. Each department at Charlotte High School has specific ZAP Guidelines. Students are expected to follow the guidelines of that department.

#### GUIDELINES AND IMPLEMENTATION

1. ZAP lab will be held 2:55-3:50 each Tuesday and Thursday.
2. Students are to attend one (1) ZAP Lab session (by use of a ZAP form) whenever they are referred by a teacher for not turning in a required assignment, consistent with the published department standards. Students referred by more than one (1) teacher will serve the ZAP lab sessions concurrently
3. The teacher will inform the student of their ZAP Lab session and contact the student's parents via telephone or e-mail for initial ZAP session assigned by the teacher (students need 24 hours notice). Parent notification for subsequent ZAP Lab sessions will be handled through department policy/form.
4. Students turning in work that does not meet the minimum standards of quality can be assigned a ZAP Lab session in order to redo or correct the assignment.
5. ZAP Lab sessions will not be assigned for unsatisfactory work later than one (1) week after the original assignment due date. (Statute of Limitations.)  
**\*Exception – Students may be ZAPPED up to two (2) weeks for larger projects or written essays/papers.**
6. "ZAPPED" students will be given a copy of their ZAP form and that will serve as their pass to ZAP Lab. Students must sign in with ZAP session supervisor by 2:55 p.m. to be counted present. Students will only be allowed after 2:55 p.m. if accompanied by zapping teacher. No written passes will be honored.
7. Transportation home from ZAP is the students/parents responsibility.
8. Assignments completed and turned in at the assigned ZAP Lab session will receive a 10% penalty or a value consistent with published department standards.
9. ZAPPED students who do not attend their assigned ZAP Lab session will be assigned a Saturday School and lose school privileges (forfeiture of their school privilege card). Failure to attend the Saturday School session means a student will have no school privileges (maroon level) until they make up the assigned Saturday School and the assignment. After a term ends the assignment can no longer be submitted, but the Saturday School must be made up before a student's privilege card will be re-issued.
10. Assigned ZAP Lab sessions take precedence over all other school activities (sports, music, coop, etc.). Students are encouraged to communicate with coaches, sponsors, directors/advisors and employers when necessary. Once student has completed ZAP session, their ZAP referral will be stamped with a special stamp to verify completion of attendance.
11. Students are still responsible for turning in work even after their ZAP and/or Saturday School session. Each department has published guidelines that cover how this late work will be valued.
12. Students should know that they must complete assignments that they received a ZAP session for to maintain your appropriate card status. Failure to follow ZAP Lab session guidelines prior to the end of term will result in student forfeiting card status until the Saturday School is served.
13. Staffing for ZAP Lab sessions will be covered by high school staff. Each staff member will be responsible for one (1) lab session hour, one (1) time during the school year. This includes all administrators, counselors and media professionals. To cover the one (1) hour staff commitment, a time shift will occur. During the month that you are assigned to cover the ZAP Lab, you will be allowed to leave one (1) hour early on the staff planning Wednesday. This shifts one (1) hour of commitment from Wednesday to either a Tuesday or Thursday.
14. ZAP – Zeroes Aren't Permitted  
CHS – "A no maroon level zone!"

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

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

**TITLE VI**

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

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

**TITLE IX**

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

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

**SECTION 504**

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

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

**CIVIL RIGHTS COMPLAINT/GRIEVANCE PROCEDURE**

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

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

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

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

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

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

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

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

#### Como se presenta una queja

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

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

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

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

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

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

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

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

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

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

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

**Titulo VI**

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

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

**Titulo IX**

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

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

**Seccion 504**

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

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