



## **STUDENT HANDBOOK**

*2008 - 2009*

1068 CARLISLE HWY.  
CHARLOTTE, MI 48813  
Phone: (517)-541-5700  
Fax: (517)-541-5705  
Website [www.charlottenet.org](http://www.charlottenet.org)

As your administrators, we are happy to welcome you to the 2008-09 school year. This is going to be an exciting year. Because of the commitment made by the community, Board of Education, and the Superintendent here at Charlotte Middle School, we are blessed with an excellent staff and facility. Additionally, we are blessed with supportive parents and community, and most importantly students who are eager to learn.

Each student and their parent/guardians are responsible for knowing this handbook as it is meant to serve as a guide for you regarding your rights and responsibilities. Parent/Guardians please take time to read and discuss this together with your child and become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

Mr. Wayne Brown  
Principal

Ms. Rachael Postle  
Associate Principal

Mrs. Jody Noble  
Assistant Principal

This agenda belongs to: \_\_\_\_\_



**CHARLOTTE BOARD OF EDUCATION 2008-2009**

Ron Schultheiss..... President  
Robert Wilson ..... Vice-president  
Julie Kimmer ..... Secretary  
Art Luna ..... Treasurer  
Edward Allen..... Trustee  
Chelsea Tirrell..... Trustee  
Diane Kirkham..... Trustee

**CENTRAL OFFICE ADMINISTRATION**

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

**IMPORTANT TELEPHONE NUMBERS**

Middle School Main Office..... 541-5700  
Middle School Attendance Office..... 541-5710  
Middle School Guidance Office..... 541-5720  
Middle School Athletic Director ..... 541-5700 ext. 3948  
Central Office ..... 541-5100  
Special Education Office ..... 541-5130  
Food Services ..... 541-5140  
Transportation ..... 543-3400  
Community Education Office ..... 541-5740



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**I. DAILY TIME**

**5<sup>th</sup> Grade**

<i>Breakfast</i>	<i>7:20 am - 7:45 am</i>
<i>Morning Passing</i>	<i>7:45 am - 7:50 am</i>
<i>Pledge/Anthem</i>	<i>7:50 am - 7:55 am</i>
<i>1<sup>st</sup> Hour</i>	<i>7:50 am - 8:40 am</i>
<i>2<sup>nd</sup> Hour</i>	<i>8:45 am - 9:35 am</i>
<i>3<sup>rd</sup> Hour</i>	<i>9:40 am - 10:30 am</i>
<i>4<sup>th</sup> Hour</i>	<i>10:35 am - 11:25 am</i>
<i>5<sup>th</sup> Hour</i>	<i>11:30 am - 12:05 pm</i>
<b><i>Lunch</i></b>	<b><i>12:05 pm - 12:40 pm</i></b>
<i>5<sup>th</sup> Hour</i>	<i>12:45 pm - 1:00 pm</i>
<i>6<sup>th</sup> Hour</i>	<i>1:05 pm - 1:55 pm</i>
<i>Channel One</i>	<i>2:00 pm - 2:10 am</i>
<i>7<sup>th</sup> Hour</i>	<i>2:00 pm - 2:51 pm</i>

**5<sup>th</sup> Grade Wednesday**

<i>Breakfast</i>	<i>7:20 am - 7:45 am</i>
<i>Morning Passing</i>	<i>7:45 am - 7:50 am</i>
<i>Pledge/Anthem</i>	<i>7:50 am - 7:55 am</i>
<i>1<sup>st</sup> Hour</i>	<i>7:50 am - 8:34 am</i>
<i>2<sup>nd</sup> Hour</i>	<i>8:39 am - 9:23 am</i>
<i>3<sup>rd</sup> Hour</i>	<i>9:28 am - 10:12 am</i>
<i>4<sup>th</sup> Hour</i>	<i>10:17 am - 11:01 am</i>
<i>5<sup>th</sup> Hour</i>	<i>11:06 am - 11:41 pm</i>
<b><i>Lunch</i></b>	<b><i>11:41 am - 12:16 pm</i></b>
<i>5<sup>th</sup> Hour</i>	<i>12:21 pm - 12:37 pm</i>
<i>6<sup>th</sup> Hour</i>	<i>12:42 pm - 1:26 pm</i>
<i>Channel One</i>	<i>1:31 pm - 1:41 am</i>
<i>7<sup>th</sup> Hour</i>	<i>1:31 pm - 2:16 pm</i>

**6<sup>th</sup> Grade**

<i>Breakfast</i>	<i>7:20 am - 7:45 am</i>
<i>Morning Passing</i>	<i>7:45 am - 7:50 am</i>
<i>Pledge/Anthem</i>	<i>7:50 am - 7:55 am</i>
<i>1<sup>st</sup> Hour</i>	<i>7:50 am - 8:40 am</i>
<i>2<sup>nd</sup> Hour</i>	<i>8:45 am - 9:35 am</i>
<i>3<sup>rd</sup> Hour</i>	<i>9:40 am - 10:30 am</i>
<i>4<sup>th</sup> Hour</i>	<i>10:35 am - 11:25 am</i>
<b><i>Lunch</i></b>	<b><i>11:25 am - 12:00 pm</i></b>
<i>5<sup>th</sup> Hour</i>	<i>12:05 pm - 1:00 pm</i>
<i>6<sup>th</sup> Hour</i>	<i>1:05 pm - 1:55 pm</i>
<i>Channel One</i>	<i>2:00 pm - 2:10 am</i>
<i>7<sup>th</sup> Hour</i>	<i>2:00 pm - 2:51 pm</i>

**6<sup>th</sup> Grade Wednesday**

<i>Breakfast</i>	<i>7:20 am - 7:45 am</i>
<i>Morning Passing</i>	<i>7:45 am - 7:50 am</i>
<i>Pledge/Anthem</i>	<i>7:50 am - 7:55 am</i>
<i>1<sup>st</sup> Hour</i>	<i>7:50 am - 8:34 am</i>
<i>2<sup>nd</sup> Hour</i>	<i>8:39 am - 9:23 am</i>
<i>3<sup>rd</sup> Hour</i>	<i>9:28 am - 10:12 am</i>
<i>4<sup>th</sup> Hour</i>	<i>10:17 am - 11:01 am</i>
<b><i>Lunch</i></b>	<b><i>11:01 am - 11:36 pm</i></b>
<i>5<sup>th</sup> Hour</i>	<i>11:41 pm - 12:37 pm</i>
<i>6<sup>th</sup> Hour</i>	<i>12:42 pm - 1:26 pm</i>
<i>Channel One</i>	<i>1:31 pm - 1:41 am</i>
<i>7<sup>th</sup> Hour</i>	<i>1:31 pm - 2:16 pm</i>

**7<sup>th</sup> Grade**

<i>Breakfast</i>	7:20 am - 7:45 am
<i>Morning Passing</i>	7:45 am - 7:50 am
<i>Pledge/Anthem</i>	7:50 am - 7:55 am
<i>1<sup>st</sup> Hour</i>	7:50 am - 8:40 am
<i>2<sup>nd</sup> Hour</i>	8:45 am - 9:35 am
<i>3<sup>rd</sup> Hour</i>	9:40 am - 10:30 am
<i>4<sup>th</sup> Hour</i>	10:35 am - 11:25 am
<i>5<sup>th</sup> Hour</i>	11:30 am - 12:25 pm
<b>Lunch</b>	<b>12:25 am - 1:00 pm</b>
<i>6<sup>th</sup> Hour</i>	1:05 pm - 1:55 pm
<i>Channel One</i>	2:00 pm - 2:10 am
<i>7<sup>th</sup> Hour</i>	2:00 pm - 2:51 pm

**7<sup>th</sup> Grade Wednesday**

<i>Breakfast</i>	7:20 am - 7:45 am
<i>Morning Passing</i>	7:45 am - 7:50 am
<i>Pledge/Anthem</i>	7:50 am - 7:55 am
<i>1<sup>st</sup> Hour</i>	7:50 am - 8:34 am
<i>2<sup>nd</sup> Hour</i>	8:39 am - 9:23 am
<i>3<sup>rd</sup> Hour</i>	9:28 am - 10:12 am
<i>4<sup>th</sup> Hour</i>	10:17 am - 11:01 am
<i>5<sup>th</sup> Hour</i>	11:06 pm - 12:02 pm
<b>Lunch</b>	<b>12:02 am - 12:37 pm</b>
<i>6<sup>th</sup> Hour</i>	12:42 pm - 1:26 pm
<i>Channel One</i>	1:31 pm - 1:41 am
<i>7<sup>th</sup> Hour</i>	1:31 pm - 2:16 pm

**8<sup>th</sup> Grade**

<i>Breakfast</i>	7:20 am - 7:45 am
<i>Morning Passing</i>	7:45 am - 7:50 am
<i>Pledge/Anthem</i>	7:50 am - 7:55 am
<i>1<sup>st</sup> Hour</i>	7:50 am - 8:40 am
<i>2<sup>nd</sup> Hour</i>	8:45 am - 9:35 am
<i>3<sup>rd</sup> Hour</i>	9:40 am - 10:30 am
<i>4<sup>th</sup> Hour</i>	10:35 am - 11:25 am
<i>5<sup>th</sup> Hour</i>	11:30 pm - 11:45 pm
<b>Lunch</b>	<b>11:45 am - 12:20 pm</b>
<i>5<sup>th</sup> Hour</i>	12:25 pm - 1:00 pm
<i>6<sup>th</sup> Hour</i>	1:05 pm - 1:55 pm
<i>Channel One</i>	2:00 pm - 2:10 am
<i>7<sup>th</sup> Hour</i>	2:00 pm - 2:51 pm

**8<sup>th</sup> Grade Wednesday**

<i>Breakfast</i>	7:20 am - 7:45 am
<i>Morning Passing</i>	7:45 am - 7:50 am
<i>Pledge/Anthem</i>	7:50 am - 7:55 am
<i>1<sup>st</sup> Hour</i>	7:50 am - 8:34 am
<i>2<sup>nd</sup> Hour</i>	8:39 am - 9:23 am
<i>3<sup>rd</sup> Hour</i>	9:28 am - 10:12 am
<i>4<sup>th</sup> Hour</i>	10:17 am - 11:01 am
<i>5<sup>th</sup> Hour</i>	11:06 pm - 11:26 pm
<b>Lunch</b>	<b>11:26 am - 12:01 pm</b>
<i>5<sup>th</sup> Hour</i>	12:06 pm - 12:37 pm
<i>6<sup>th</sup> Hour</i>	12:42 pm - 1:26 pm
<i>Channel One</i>	1:31 pm - 1:41 am
<i>7<sup>th</sup> Hour</i>	1:31 pm - 2:16 pm

## **II. ATTENDANCE**

The Michigan School Code states that it is the responsibility of the parent(s) to see that their children between the ages of six and sixteen be in attendance at school. Good attendance is important in order for children to be successful in school. All students are expected to attend school regularly. It is important for students to be on time for classes in order to obtain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Chronic absence problems will be referred to the Eaton Intermediate School district with possible court involvement.

- Charlotte Public Schools promote high expectations and academic achievement for all students. It is important that children learn the value of prompt and regular attendance.
- Frequent absences from school disrupt the continuity of instruction which is lost and cannot be entirely regained. The process of education requires a continuity of instruction, classroom participation, learning experience and study in order to maximize each child's education opportunity. This is the well-established principle of education that underlies and gives purpose to the requirement of compulsory school in this state.
- Attendance and punctuality in class are proper educational values and are part of the behavior expected of the student both in his/her academic setting and his/her community at large.
- Parents are required to telephone the school (517-541-5700) on the day of the student's absence or tardiness. If that is not possible, the student should bring a note to the attendance office upon returning to school. The note must state exact date(s) of absence(s) or tardiness and a description of the reason for absence. If an excuse is not received by either of these ways within 48 hours after an absence, the absence will be considered unexcused.

### **A. ABSENCES**

#### **EXCUSED**

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

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

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

#### **UNEXCUSED**

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

If a student has been absent from school because of illness and is at a school activity that day after school is dismissed, at a job, etc., he or she will receive an unexcused absence from school unless arrangements have been made to attend with the principal prior to the activity.

Students who become ill should report to the office. Spending a class period in the restroom because of illness, without notifying the office will be considered an UNEXCUSED absence. Student suspension days are considered unexcused.



## **B. CLOSED CAMPUS**

Students attending School will be required to remain upon school property during the entire school day. Example - when students arrive in the morning, by school bus, walking, or car, they will remain on school property until the end of the day. Students may not go into the community before first hour begins, at lunchtime, or at the conclusion of the day before the school busses arrive.

Special circumstances, which would warrant an exception to the policy, (students going home for lunch, dental appointments, funeral, etc.) may be handled by the parent either in writing or phoning the middle school office. Parents must sign-out students whenever leaving campus.

## **C. CLOSING SCHOOL**

Due to Michigan's unpredictable weather climate, such as snow, ice, or fog, school delays or cancellation of the school day, may be required. 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.

## **D. MAKE-UP WORK**

*IT IS THE STUDENT'S DUTY TO FIND OUT MAKE-UP WORK ON THE DAY OF RETURN.*

Teachers will supply make-up work for excused absences. Unexcused absences will be provided the same make-up work, however, partial credit (1/2 credit) will be given for make-up assignments. Credit for make-up work, must be turned in within the following time schedule unless teacher or principal make different timelines available.

- 1 day absence - 2 days to turn in work
- 2 days absence - 4 days to turn in work
- 3 days absence - 6 days to turn in work
- 4 days absence - 8 days to turn in work
- 5 days absence - 10 days to turn in work

## **MAKE-UP TESTS**

Teachers will supply make-up tests for all absences.

## **E. PASSING/HALL PASSES/AGENDAS**

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

## **F. SKIPPING CLASS**

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

## **G. SIGNING OUT/LEAVING SCHOOL**

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

Once school is dismissed, students are to be out of the hallways by 3:00 except Wednesdays when they are to be out by 2:25 p.m. If students have an activity after school, they are to be in their designated area with a supervisor.

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



absence.

## **H. TARDINESS**

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

Unexcused tardies are recorded per trimester per class. Students with unexcused tardies will receive the following disciplinary action for each class:

**1st unexcused-** Teacher intervention/verbal warning from teacher

**2nd unexcused-** Teacher intervention/one lunch detention

**3rd unexcused-** Students may receive a lunch detention and parents contacted. Failure to serve the detention will result in an after school suspension

Continued tardiness may result in further disciplinary actions, including referral to our Truancy Intervention Program.

## **I. TRANSFERRING**

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

## **J. TRUANCY**

- When a student has accumulated five (5) absences in a class per trimester, a letter will be forwarded to the parents/guardians from the principal's office.
- The principal or the individual classroom teacher may wish to schedule a conference with a student and his/her parents/guardians to resolve sporadic absence or attendance problems.
- If absences continue, the student will be referred to the truancy intervention program. The principal will make an assessment of the attendance problem, verify steps of intervention, ascertain whether due process has been followed, and determine if further opportunity for schooling should be provided. The student and his/her parents/guardians may sign a contract with the principal to assure that attendance will be corrected.

## **K. VACATIONS**

Parents are urged to take vacations with their children during the normal school vacation periods. When this is not possible, the following criteria will be applied:

1. A three (3) day maximum family vacation per school year is allowed and is **not counted** against the attendance requirement absence limit. Vacations in **excess** of three (3) days are charged against the attendance requirement absence limit.
2. Vacations require the student/parent to have a pre-arranged absence form filled out and on file in the Office.
3. It will be the teachers' responsibility to inform parents and students of potential problems. Generally, these problems will raise a concern with the student's academic standing and attendance record prior to the vacation.

## **III. EXPECTATIONS**

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



## **A. DRESS FOR SUCCESS**

Student dress and appearance is a joint responsibility of the school, the parents, and the students. Charlotte Middle School encourages the students to use good judgment as to cleanliness, good grooming, and good taste in choice of apparel. Neatness in regards to dress and appearance is expected of all students. Parents are requested to use their influence to help in maintaining these standards.

1. Dress, which is detrimental to the health and safety of a student or other students, will not be tolerated.
2. Dress or appearance that is a disturbing influence to the classes will not be tolerated.
3. The Board of Education reserves the right to be selective in choosing students who represent the school in outside activities. The dress or appearance of a student will be a factor in making a selection. Teachers and coaches will notify students who wish to represent the school district, as to the proper appearance expected of them.

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

### **BACKPACKS AND PURSES**

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

### **CHAINS**

One chain less than 18" and 1/2" or less in diameter for link width may be worn. The 18" limitation of the chain includes any connection pieces. Items such as straight or safety pins, spikes and similar items, which serve no useful dress function or may be dangerous, will not be permitted.

### **CLOTHING**

Clothes that advertise or condone the use of alcohol, tobacco, drugs, violence, vulgarity or obscene language will not be allowed. Mutilated clothing – no rips in pants above the knee or exposing any undergarment.

### **COATS**

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

### **GANG ATTIRE**

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

### **HATS**

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

### **MIDRIFTS**

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

### **PAJAMA PANTS**

Pajama pants are not allowed in school.

### **SHOES**

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

### **SHORTS/SKIRTS**

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



### **SHOULDERS**

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

In the event of a student being incorrectly dressed, parents will be called and/or disciplinary action may result. ***Reasonableness and common sense should prevail in the enforcement of these policies.***

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

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

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

## **B. PERSONAL PROPERTY**

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

### **BACKPACKS AND PURSES**

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

### **BICYCLES**

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

### **LASER POINTERS**

Laser pointers are not allowed at school during the regular school day or at any school sponsored extra-curricular activity.

### **RECORDERS**

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

### **MULTIMEDIA PLAYERS**

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

### **SKATEBOARDS/ROLLER BLADES**

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

### **ELECTRONIC COMMUNICATION DEVICES**

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.



1. Students are prohibited from using cell phones or other electronic communication devices or having them “On” during class hours or while on school vehicles. During school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight. “Using” refers to not only the making and/or receiving of calls (to include ringing cell phone), but also using the cell phone or ECD for *any* other purpose.
2. The use of cell phones and other ECDs in locker rooms, weight rooms, dressing rooms, and restrooms is strictly prohibited. Cell phones or ECDs may not be “On” or otherwise used in the school locker rooms, restrooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones or ECDs. Violation of this provision is a serious offense and can lead to severe penalties, up to and including expulsion.
3. Students are not permitted to display cell phones or ECDs in plain sight during class hours. Students may, however, carry cell phones or ECDs in a backpack, purse, or inside a pocket.
4. Student-athletes are not permitted to possess/use cell phones while participating in athletic contests or events. The Athletic Handbook speaks to specific guidelines relative to cell phone use at other times.

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

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD, until returned to the parents. 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.

### **C. EXPRESSION/PUBLICATIONS**

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

- 1) Material cannot be displayed if it:
  - a) Is obscene, libelous, indecent or vulgar;
  - b) Advertises any product or service not permitted or approved;
  - c) Intends to be insulting or harassing;
  - d) Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- 2) Materials may not be displayed or distributed during class periods or during times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations as long as exits are not blocked and there is proper access and egress to the building.
- 3) Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of school or classroom is inappropriate and prohibited.

### **D. LOST AND FOUND**

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

### **E. SCHOOL PROPERTY**

#### **CAFETERIA**

- 1 Students who eat hot lunch are to go to the Cafeteria immediately after being released.
- 2 All food must be consumed in the Cafeteria and/or Cafetorium. Students are expected to clean up his/her eating area and return trays, silverware, dishes, etc. to the designated area. There will be waste receptacles conveniently located for food wrappers, food scraps, etc. Students who fail to clean up their lunch materials will be assigned cafeteria duties.
- 3 Families can apply for free or reduced breakfast and/or lunch. Please inquire at office for forms.
- 4 The Cafeteria, besides a lunchroom is also a place where good human relations are developed. Here each student is expected to practice the general rules of good manners, which one should find at home. Some simple rules of courteous behavior are:
  - a) Keep proper place in line. Be respectful to others by not cutting.
  - b) Be orderly and observe good table manners.



- c) Remain seated at the table as much as possible.
- d) Treat those serving courteously.
- e) Leave table, chair, floor and the surrounding areas clean and orderly.
- f) Return tray to proper places and deposit refuse in waste receptacle.
- g) Any food item or beverage must be consumed in the cafeteria. **The only beverage allowed in the halls or classrooms is bottled water.**
- h) Students are not permitted to leave school grounds during the lunch period.

**Students who do not obey these rules may be required to clean the cafeteria or lose the privilege of eating in the cafeteria.**

### **CLASSROOM**

Charlotte Middle School Students are expected to:

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

### **CORRIDORS/HALLS**

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

### **DROP-OFF AREA**

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

### **GYMNASIUM**

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

### **LOCKERS**

- 1. Each student is assigned a locker for the storage of books and equipment at the beginning of the year.
- 2. Keep your locker neat and orderly at all times. Stick-on decals or other inappropriate materials are not permitted.
- 3. Lockers, desks and other containers or storage areas assigned to students are owned by the Charlotte Public School System and are subject to inspection by school personnel or authorities at various times without the prior consent of the student, and the student should not expect privacy regarding items placed therein.
- 4. Keep your locker locked at all times and put your combination in a safe place.
- 5. Do not change lockers without permission from the office.
- 6. No student will be allowed to go to his hall locker while classes are in session unless he receives special permission.
- 7. Do not give anyone your locker combination.
- 8. Students should not store large sums of money in their locker or at school.



9. Report locker problems to the Main Office. Damage will be assessed at the end of the year and students will be billed for any damage caused by inappropriate use of their locker.
10. Students may lose locker privileges for the following reasons:
  - a. Kicking/Punching any locker
  - b. Giving your combination to another student
  - c. Misuse or any form of vandalism
  - d. Accessing the locker during unauthorized times

#### **MEDIA CENTER**

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

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

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

#### **OFFICE**

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

#### **OUTSIDE**

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

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

#### **POSTERS**

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

#### **TEXTBOOKS**

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

## **F. EMERGENCY/MEDICAL**

#### **EMERGENCY CONTACT SHEETS**

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



## **EMERGENCY DRILLS**

### **FIRE DRILLS**

Eight (8) fire drills will be held periodically during the school year. A very serious attitude is expected from all students during a fire drill. Each of the students' teachers will give instructions as to where to go in case of a fire drill. **WALK QUICKLY AND QUIETLY** to your assigned places. There is to be no talking. Do not block the driveways. Move completely away from the building. Allow the fire trucks room to get close to the building.

### **SEVERE WEATHER DRILLS**

The school will conduct two (2) tornado drills during the school year. A very serious attitude is expected from all students during a severe weather drill. Each of the students' teachers will give instructions as to where to go in case of a severe drill. **WALK QUICKLY AND QUIETLY** to your assigned places. There is to be no talking.

### **LOCKDOWNS DRILLS**

Two Lockdown drills will be held during the school year. The signal will be a principal or designee announcing the Lockdown. Each of the students' teachers will give instructions as to where to go in case of a Lockdown drill. **WALK QUICKLY AND QUIETLY** to your assigned places. There is to be no talking.

## **FIRST AID**

First aid for minor injuries is available in the Main Office. If a student becomes injured at school, they need to report to the Main Office and their parent will be contacted.

## **IMMUNIZATIONS**

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

## **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.

## **MEDICATIONS**

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

### **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.

**G. EVENTS/TRIPS**

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

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

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

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

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

**ATHLETIC**

1. Cheer good plays and display good sportsmanship.
2. Consider those from other schools as guests.
3. Be considerate of other spectators.
4. Cooperate with cheerleaders.
5. Refrain from booing and rude remarks and discourage others from doing so.
6. Refrain from loitering in corridors or other parts of the building.

**ASSEMBLIES**

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

1. Enter orderly and take seat promptly.
2. Give entire attention to speaker/performers; listen courteously whether program seems interesting or not.
3. Refrain from talking, whispering or eating during program.
4. Applaud heartily at appropriate time only.
5. Avoid whistling, stomping and yelling except at request of cheerleaders at pep rallies.

**CLUBS AND ORGANIZATIONS**

Clubs and organizations (Ski club, yearbook club, etc.) can be organized as the need arises. All clubs and organizations will come into being only if they are related to the school program in a positive manner as determined by the Principal. The Student Council will determine dance dates and other major events while all other things must be cleared through the Principal. If an event is not approved by the Principal and placed on the school calendar it will not be held. All handbook rules apply for all club and organizational meetings.

**Students who have any of the following consequences are automatically ineligible for clubs:**

Students who have been suspended out of school for more than two times over the course of the year



### **DANCES AND PARTIES**

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

- 1 A committee of two adults shall be responsible for the admission of those attending. They shall refuse admission to those students who are not allowed to attend.
- 2 Remember to conduct yourself as a lady or gentleman at all times. The committee shall refuse admission to any or all persons under the following conditions:
  - a) Dress properly using the guides established prior to the activity. (Dress for Success)
  - b) Students drinking, in possession of, or under the influence of alcoholic beverages or drugs.
  - c) Students' smoking/chewing tobacco.
  - d) Remember you are still in school and subject to school rules and regulations.
- 3 Students attending dances and activity nights must remain in the building. Loitering in the school parking lot will not be tolerated. If a student leaves the building, without permission, he must leave the school property and will not be allowed to return.
- 4 At least one sponsor or teacher will be present at the event. Also, at least two parents shall be in attendance, acting as chaperones.
- 5 If a student earns one out of school suspension or two suspension room referrals between school sponsored dances, he/she will forfeit the privilege of attending the next scheduled dance.

## **H. PARENT INVOLVEMENT**

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

### **PARENT TEACHER ORGANIZATION**

There is an active "Parent Group" at CMS. This group meets the third Monday of each month, at 7:00 p.m. in our Media Center. We encourage parents to become involved in our parent teacher organization. Some of the activities sponsored by this group are: school-wide fundraisers, Activity Afternoons, volunteer coordination, and arranging for speakers for parents, students, and the community.

### **PARENT-TEACHER CONFERENCES**

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

### **PARENT SPECTATOR/FANS**

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

### **PARENT VISITOR**

Parents are welcome to visit Charlotte Middle School. **All visitors to Charlotte Middle School are required to sign in at the Main Office upon arriving on our campus.** An appointment must be made with the teacher prior to visiting classrooms. Research is overwhelmingly clear: when parents are involved, children do better in school. What counts is the positive attitude about how important a good education is, and the need to express confidence that your children will succeed. Some of the major benefits researchers have found:

- Higher grades and test scores, throughout a student's career
- Positive attitudes and behaviors
- More successful academic programs
- More effective schools

The earlier and more consistently parents are involved, and in as many ways as possible, the longer and stronger the impact on their children's success in school, and throughout life.

**Students from other schools are prohibited from visiting CMS.**



### **PARENT VOLUNTEER**

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

### **NON-CUSTODIAL PARENTS**

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

## **IV DISCIPLINE**

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

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parents or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if his/her parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his parent or guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his parent or guardian allege prejudice or unfairness.

### **A. CODE OF CONDUCT**

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

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

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

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

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

OFFENSE	CONSEQUENCES
<p><b>Academic Dishonesty/Cheating:</b> Students found to be guilty of "cheating" or plagiarism on assignments, quizzes, and/or tests.</p>	<p><b>1<sup>st</sup> Offense:</b> No Credit "O" assignment, quiz, or test and lunch detention.  <b>2<sup>nd</sup> Offense:</b> Grade reduction of one "1" full grade for Trimester.  <b>3<sup>rd</sup> Offense:</b> Failure of Trimester.</p>
<p><b>Assault and Battery/Fighting:</b> The act of quarreling involving bodily contact in or on school property including any other activity under school sponsorship (i.e. dance, athletic events, etc).</p>	<p><b>1<sup>st</sup> Offense:</b> 3 day suspension potential expulsion and possible referral to police.  <b>2<sup>nd</sup> Offense:</b> 5 day suspension or expulsion and possible referral to police.  <b>3<sup>rd</sup> Offense:</b> 10 day suspension or recommendation for expulsion and possible referral to police.</p>
<p><b>Alcohol and Drugs:</b> Possession of, use of, under the influence of alcoholic beverages, narcotics, prescription drugs, Tylenol and similar over the counter medication, inhalants or drugs, including look-a-like drugs or what is represented as a drug, or alcohol inclusive or any other related paraphernalia (including rolling papers, such as "zig zags", pipes, etc.). <b>Complete policy found on page 23.</b></p>	<p><b>1<sup>st</sup> Offense:</b> 10 day suspension potential recommendation for expulsion and referral to police.</p>
<p><b>Alcohol and Drugs(Transferring, Distributing and/or Sale):</b> Transferring and sale of alcoholic beverages, narcotics, prescription drugs, Tylenol and similar over the counter medication, inhalants or drugs, including look-a-like drugs or what is represented as a drug, or alcohol inclusive or any other related paraphernalia (including rolling papers, such as "zig zags", pipes, etc.). <b>Complete policy found on page 23.</b></p>	<p><b>1<sup>st</sup> Offense:</b> 10 day suspension and recommendation for expulsion Eaton County Substance Abuse and recommendation for expulsion and referral to police.</p>
<p><b>Arson (Starting a fire):</b> A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311 (5). (MCL 380.1311).</p>	<p><b>(Accidental):</b> Payment of damages, minimum 5 day suspension potential recommendation for expulsion and referral to police.   <b>(Intentional):</b> Payment of damages, minimum 10 day suspension potential recommendation for expulsion and referral to police.</p>
<p><b>Assault:</b> Assault is when a student initiates a fight without provocation attempting to cause physical harm through force or violence to another student, school employee, visitor or contractor. No student shall engage in an aggressive action upon another individual or individuals through verbal or physical threat, either on school property or on the way to and from school. A student may also be held responsible for statements and or actions, which directly provoked aggressive action, by another student.</p> <p><u>Premeditation will increase duration of suspension.</u></p>	<p><b>1<sup>st</sup> Offense:</b> 5 day suspension potential recommendation for expulsion and possible referral to police.  <b>2<sup>nd</sup> Offense:</b> 10 day suspension potential recommendation for expulsion and possible referral to police.  <b>*Assault of a school employee is a mandatory 10 day suspension potential recommendation for expulsion and possible referral to police.</b></p>
<p><b>Breaking entering school property (also called burglary):</b> Defined as a crime the essence of which is entry into a building for the purposes of committing an offence.</p>	<p><b>1<sup>st</sup> Offense:</b> Payment of damages, minimum 10 day suspension potential recommendation for expulsion and referral to police.</p>
<p><b>Bullying:</b> Defined as any ongoing physical or verbal mistreatment where there is an imbalance of power and the victim (target) is exposed repeatedly to negative actions on the part of one or more other students. Examples of bullying behavior include but are not limited to verbal and written offensive name-calling and threats, aggressive personal contact, intimidating body language, invading personal space, and damage, destruction, and theft of property.</p>	<p><b>1<sup>st</sup> Offense:</b> 1-3 day suspension and possible referral to police.  <b>2<sup>nd</sup> Offense:</b> 5 day suspension potential recommendation for expulsion and referral to police.</p>

<p><b>Computer Piracy:</b> Having possession of and/or use of software that was copied, transferred, or transmitted from a legal source. <b>Complete policy found on page 24.</b></p>	<p><b>1<sup>st</sup> Offense:</b> Suspend computer use duration will be a case by case decision and possible referral to police.</p>
<p><b>Computer/Misuse:</b> Circumventing security software, destruction of files (deletion, and modification), unauthorized access (network, network modems and computer stations), and/or physical destruction of computer equipment, disassembling of computer, peripherals or network cables (from any location). <b>Complete policy found on page 24.</b></p>	<p><b>1<sup>st</sup> Offense:</b> Suspend computer use duration will be a case by case decision and payment of damages.  <b>2<sup>nd</sup> Offense:</b> Suspend computer use duration will be a case by case decision &amp; 5 day suspension.</p>
<p><b>Demonstrations:</b> The act of conducting a demonstration, which interferes with the operation of the school or classroom, is inappropriate and prohibited.</p>	<p><b>1<sup>st</sup> Offense:</b> Friday School  <b>2<sup>nd</sup> Offense:</b> 1 day Suspension</p>
<p><b>Detentions (Missed):</b> Missing an assigned detention.</p>	<p><b>1<sup>st</sup> Offense:</b> Friday School  <b>2<sup>nd</sup> Offense:</b> 1 day Suspension</p>
<p><b>Disruption:</b> The act of persistent disobedience in conduct complying with a reasonable request from authorized school personnel.</p>	<p><b>1<sup>st</sup> Offense:</b> Lunch detention  <b>2<sup>nd</sup> Offense:</b> After school detention  <b>3<sup>rd</sup> Offense:</b> Friday School</p>
<p><b>Dress and Appearance: Complete policy found on page .</b></p>	<p><b>1<sup>st</sup> Offense:</b> Lunch detention  <b>2<sup>nd</sup> Offense:</b> After school detention  <b>3<sup>rd</sup> Offense:</b> Friday School</p>
<p><b>Eating or Drinking:</b> All food and drink needs to be kept in the Cafeteria and Cafetorium. If a school sanctioned meeting is conducted during lunch, students will be allowed to eat in the designated meeting room as approved by school administration.</p>	<p><b>1<sup>st</sup> Offense:</b> Lunch detention  <b>2<sup>nd</sup> Offense:</b> After school detention  <b>3<sup>rd</sup> Offense:</b> Friday School</p>
<p><b>Electronic Communication Devices and Cell Phones:</b> 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. <b>Complete policy found on page .</b></p>	<p><b>1<sup>st</sup> Offense:</b> item confiscated and held in the office for student pick up and Lunch detention  <b>2<sup>nd</sup> Offense:</b> item confiscated and held in the office for parent pick up and After school detention  <b>3<sup>rd</sup> Offense:</b> item confiscated and held in the office for parent pick up and Friday School</p>
<p><b>Extortion:</b> The act of obtaining money or property by blackmail, violence or threat of violence or forcing someone to do something against their will by force or threat of force.</p>	<p><b>1<sup>st</sup> Offense:</b> 1-3 day suspension and possible referral to police.  <b>2<sup>nd</sup> Offense:</b> 5 day suspension potential recommendation for expulsion and referral to police.</p>
<p><b>False Alarms:</b> Deliberate breaking of glass or triggering an alarm or removal and/or discharge of fire extinguishers when there is no apparent need.</p>	<p><b>1<sup>st</sup> Offense:</b> Payment of damages, 3 days suspension and possible referral to police.  <b>2<sup>nd</sup> Offense:</b> payment of damages, 5 day minimum suspension potential recommendation for expulsion and possible referral to police.</p>
<p><b>Forgery:</b> Defined as fraudulent use of school related documents or equipment, including false phone calls to the attendance office, forging parent's signature, etc.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension potential recommendation for expulsion  <b>2<sup>nd</sup> Offense:</b> 3 day suspension potential recommendation for expulsion</p>
<p><b>Gambling:</b> Gambling on school property is an inappropriate behavior and is subject to discipline.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension potential recommendation for expulsion and possible referral to police.</p>
<p><b>Gang Related Activity:</b> Zero tolerance for any type of gang related activities, clothing, "flashing signs", graffiti, strong arm tactics, etc.</p>	<p><b>1<sup>st</sup> Offense:</b> 1-3 day suspension and possible referral to police.  <b>2<sup>nd</sup> Offense:</b> 5 day suspension potential recommendation for expulsion and referral to police.</p>

<p><b>Gross Misbehavior:</b> The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship, to staff members, or to other pupils.</p>	<p><b>1<sup>st</sup> Offense:</b> Friday School <b>2<sup>nd</sup> Offense:</b> 1 day suspension potential recommendation for expulsion <b>3<sup>rd</sup> Offense:</b> 3 day suspension potential recommendation for expulsion</p>
<p><b>Harassment:</b> Defined as any form of written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, race or physical characteristics, etc. toward a fellow student, staff member, or other person associated with the district.</p>	<p><b>1<sup>st</sup> Offense:</b> 1-3 day suspension and possible referral to police. <b>2<sup>nd</sup> Offense:</b> 5 day suspension potential recommendation for expulsion and referral to police.</p>
<p><b>Hazing:</b> Any type of initiation procedure for any school related activity, which involves conduct such as but not limited to: illegal activity, such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; undressing or otherwise exposing, initiates to embarrassment or ridicule.</p>	<p><b>1<sup>st</sup> Offense:</b> 1-3 day suspension and possible referral to police. <b>2<sup>nd</sup> Offense:</b> 5 day suspension potential recommendation for expulsion and referral to police.</p>
<p><b>Inappropriate Public Display of Affection:</b> Any boy and girl showing physical affection on school property beyond hand holding, before, during or after school .i.e. kissing, petting, etc. Students are expected to conduct themselves as ladies and gentlemen.</p>	<p><b>1<sup>st</sup> Offense:</b> After School or Friday School <b>2<sup>nd</sup> Offense:</b> 1 day suspension</p>
<p><b>Indecency:</b> The act of offending against commonly recognized standards of propriety or good taste.</p>	<p><b>1<sup>st</sup> Offense:</b> Detention or in school suspension <b>2<sup>nd</sup> Offense:</b> 1 to 10 day suspension potential recommendation for expulsion</p>
<p><b>Instigating, Inciting, or Planning a Fight: (Instigation)</b> Any student who verbally provokes conversation that causes a fight.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension <b>2<sup>nd</sup> Offense:</b> 3 day suspension</p>
<p><b>By-Stander Rule:</b> Any student, who moves toward a fight, records and/or photographs a fight.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension <b>2<sup>nd</sup> Offense:</b> 3 day suspension</p>
<p><b>Interference with Disciplinary Action:</b> Any student who hinders, obstructs, or impedes a disciplinary action.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension <b>2<sup>nd</sup> Offense:</b> 3 day suspension</p>
<p><b>Insubordination/Disrespect to Staff:</b> Rude, inappropriate and unwanted words or gestures directed at a staff member. Defiance of authority, attitudes or behavior insulting or contemptuous. Non-compliance of a reasonable request from school personnel. Lack of respect for staff and students will not be tolerated, nor will behavior detrimental to school functions or threats to staff.</p>	<p><b>1<sup>st</sup> Offense:</b> Detention or Friday School <b>2<sup>nd</sup> Offense:</b> 1 to 10 day suspension potential recommendation for expulsion and possible referral to police.</p>
<p><b>Keys</b> that are in possession or duplicated without authorization.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 to 10 day suspension potential recommendation for expulsion and possible referral to police.</p>
<p><b>Littering</b> in the building and/or school grounds including food and drink.</p>	<p><b>1<sup>st</sup> Offense:</b> Cleaning of surrounding area. After school Detention. <b>2<sup>nd</sup> Offense:</b> Cleaning of larger school property area and suspension.</p>
<p><b>Possession or use of any Miscellaneous Nuisance Items:</b> Possession of or use of any item that is disruptive to the educational process will not be allowed; examples: squirt guns, spit wads, eggs, pea shooters, lighters, matches, shaving cream, hats, pocket pagers, pornography, etc.</p>	<p><b>1<sup>st</sup> Offense:</b> Item confiscated and held in the office for parent pick up. Detention <b>2<sup>nd</sup> Offense:</b> Item confiscated and held in the office for parent pick up, 1day suspension</p>
<p><b>Possession of Weapons/Firearms:</b> The act of bringing a "dangerous weapon" on to school property will result in the student's expulsion. <b>Complete policy found on page</b> .</p>	<p><b>1<sup>st</sup> Offense:</b> 10 day suspension recommendation for expulsion and referral to police.</p>

<p><b>Profanity/Obscenity:</b> The act of using obscene, vulgar, or profane language or gestures by pupils, in verbal, non-verbal or written form or in pictures or caricatures in or on any school property.</p>	<p><b>1<sup>st</sup> Offense:</b> Friday School or 1 day suspension *If directed at staff member, 3 day suspension. <b>2<sup>nd</sup> Offense:</b> 1-3 day suspension potential recommendation for expulsion *If directed at staff member, 5 day suspension.</p>
<p><b>Pyrotechnics or Look Alike:</b> The use and/or possession of any look alike explosive, smoke or odor producing device is prohibited in or on school property.</p>	<p><b>1<sup>st</sup> Offense:</b> Confiscation of item, 10 day suspension, potential recommendation for expulsion and possible referral to police.</p>
<p><b>Publications/Expression:</b> Libel, obscenity, and personal attacks are prohibited in all publications. Unauthorized commercial solicitation will not be allowed on school property at any time. Also, the distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of a political organization is prohibited. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and in places designated by the school authorities.</p>	<p><b>1<sup>st</sup> Offense:</b> 1-3 day suspension and possible referral to police. <b>2<sup>nd</sup> Offense:</b> 5 day suspension, potential recommendation for expulsion and possible referral to police. <b>3<sup>rd</sup> Offense:</b> 10 day suspension, potential recommendation for expulsion and possible referral to police.</p>
<p><b>Refusal to Identify Self:</b> The act whereby a student must, upon request identify themselves to the proper school authorities in the school building, on school grounds or at a school sponsored function.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension <b>2<sup>nd</sup> Offense:</b> 3 day suspension</p>
<p><b>Refusal to Comply with Administrative (principal) directive.</b> Examples provide identification when requested or accompany a principal to the office when directed to do so. Failure to surrender materials which are potentially disruptive or dangerous.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension <b>2<sup>nd</sup> Offense:</b> 3 day suspension and possible referral to police.</p>
<p><b>Sexual Harassment:</b> Includes making unwelcome sexual advances, engaging in improper physical contact, inappropriate touching, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment. All students and employees are expected to conduct themselves with respect and dignity toward others.</p>	<p><b>1<sup>st</sup> Offense:</b> 5 day suspension, potential recommendation for expulsion and referral to police <b>2<sup>nd</sup> Offense:</b> 10 day suspension, potential recommendation for expulsion and referral to police</p>
<p><b>Skipping Class:</b> Any student who is in school but does not arrive to a scheduled class, arrives after 10 minutes of class has passed, or leaves class before the end of class without permission, will be considered skipping class.</p>	<p><b>1<sup>st</sup> Offense:</b> After school detention <b>2<sup>nd</sup> Offense:</b> Friday School suspension</p>
<p><b>Tardies:</b> If a student is less than 10 minutes late it will be considered tardy, if more than 10 minutes, it will be considered an absence. Tardies are cumulative for each trimester.</p>	<p><b>1<sup>st</sup> Offense:</b> Verbal Warning <b>2<sup>nd</sup> Offense:</b> Lunch detention <b>3<sup>rd</sup> Offense:</b> Lunch detention <b>4<sup>th</sup> Offense:</b> After school detention</p>
<p><b>Theft:</b> The act of dishonestly acquiring the property of another or others.</p>	<p><b>1<sup>st</sup> Offense:</b> Return of item/restitution, 1 to 10 day suspension potential, recommendation for expulsion and referral to police</p>
<p><b>Tobacco:</b> State of Michigan Law (Public Act 140 of 1993) outlaws the use of any tobacco product on school property. The use, possession, or sale of tobacco products (cigar, cigarette, pipe, other lighted smoking devices, or tobacco intended to be inhaled, chewed, placed in a person's mouth) by students (minors) is illegal and not permitted on school property or at school-related activities. The use of tobacco products by students creates a safety hazard, endangers health and annoys others.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension possible, referral to police. <b>2<sup>nd</sup> Offense:</b> 3 day suspension possible, referral to police. <b>3<sup>rd</sup> Offense:</b> 5 day suspension, potential recommendation for expulsion and referral to police</p>
<p><b>Truancy:</b> The act of unauthorized absence from school or classes for any period of time. Chronic tardiness can be considered truancy.</p>	<p>Refer to page 6</p>
<p><b>Trespassing:</b> The act of violating the school trespass rule or the refusal to leave the classroom or school when directed to do so.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 day suspension <b>2<sup>nd</sup> Offense:</b> 3 day suspension</p>

<p><b>Unauthorized Leaving of School Property:</b> Students may not leave school grounds without authorization</p>	<p><b>1<sup>st</sup> Offense:</b> Friday School suspension possible referral to police. <b>2<sup>nd</sup> Offense:</b> 1 day suspension possible referral to police.</p>
<p><b>Vandalism:</b> No student shall engage in an act of willful or ignorant destruction of school property or property belonging to others to include fire extinguishers.  (Full restitution may precede a return to school.)</p>	<p><b>1<sup>st</sup> Offense:</b> 1-3 day suspension and possible referral to police. <b>2<sup>nd</sup> Offense:</b> 5 day suspension potential, recommendation for expulsion and possible referral to police. <b>3<sup>rd</sup> Offense:</b> 10 day suspension, potential recommendation for expulsion and possible referral to police.</p>
<p><b>Verbal Assault:</b> Making a bomb threat or similar threat directed against a school building (bomb threat), school property or a school related event; or making a verbal threat of serious bodily injury directed at a student, staff member or volunteer.</p>	<p><b>1<sup>st</sup> Offense:</b> Return of item/restitution, 1 to 10 day suspension potential, recommendation for expulsion and referral to police</p>

## B. DISCIPLINARY ACTIONS

### 5<sup>th</sup> and 6<sup>th</sup> BEE-HAVIOR SYSTEM

Our school will be using a system to visually remind children to make positive choices throughout the school day. This system will be used by every teacher and child at the Middle School, with the expectation that classroom and school-wide rules will be consistently followed. The “Bee-havior” System has four levels. All children will begin each day on the lowest level (White) which signifies they are making positive behavior choices. If a child breaks a classroom/school expectation, they will progress through the following stages of colors:

#### **YELLOW - “Do the right thing!”**

If a child moves to yellow they receive a verbal warning, and are to read the yellow message, which will remind them to make better choices. At this stage the child is expected to do the right thing by demonstrating the correct behavior.

#### **ORANGE - “Think”**

If a child continues to break classroom/school expectations, they will move to Orange. At this stage the child will lose lunch-recess minutes and will use this time to “think” about the choices they are making. At Orange, the students will report to the “Lunch Detention Room” for at least ten minutes of their recess.

#### **RED - “Stop”**

If a child continues to struggle making good choices, they will proceed to red. When this happens, the child will lose their entire lunch-recess and will serve their recess in the “Lunch Detention Room.” Parent/guardian will be contacted that day in one of two ways, which is to be determined by your child and their teacher:

**Plan Bee** – A form will help the child internalize the choices they have made and reflect upon how to change the behavior for the future. This form is to be filled out by the child and then discussed with the teacher, and signed together. The form goes home that day to be signed by a parent/guardian and returned the next day to receive their recess privileges back. If the form does not return, the child/teacher will call the parents and inform them of the behavior choices and lunch detention will be owed.

**Phone Call** - If the child chooses to contact the parent via phone, they are the one responsible for explaining the behavior to their family member. The teacher will help the student call and will talk to the parent after the child has explained what occurred. If the parent/guardian can not be reached, the child will have a “Plan Bee” to take home.

\*If a child moves their clip to Red more than 3 times in a two week time frame, parent/guardian will be contacted by their teacher.

#### **“BEE” PROUD DAY**

Each month, a school-wide privilege will be enjoyed by all students who have met the expectations for the month. The expectations will gradually increase over the school year and a few examples are as follows:



*September:* Students must keep their clip on white or yellow 75% of the time, for example: out of 20 days, 15 of those must be white or yellow. No more than 3 reds are permitted.

*October:* Students must be on white or yellow 75% of the time, no more than 2 reds are permitted.

### **BLUE RIBBON DAYS**

Three times throughout the school year, a special activity will be rewarded to those students who have consistently remained on the white level. These are the children who always do the right thing, and deserve extra praise for being leaders and role models. These activities are still under consideration. (Examples: trip to movie theater, bowling, etc.)

### **7<sup>th</sup> and 8<sup>th</sup> BEE-HAVIOR SYSTEM**

Our school will be using a system to visually remind children to make positive choices throughout the school day. This system will be used by every teacher and child at the Middle School, with the expectation that classroom and school-wide rules will be consistently followed. This system implements a card system to determine the privileges for each level. The "Bee-havior" Card System has four levels. All children will begin the school year with the lowest level (White) which signifies they are making positive behavior choices. If a child breaks a classroom/school expectation, they will progress through the following stages of colors:

#### **YELLOW - "Do the right thing!"**

If a child moves to yellow they will be reminded to make better choices. At this stage the child is expected to do the right thing by demonstrating the correct behavior. At this level access to all High School games and events are off limits.

#### **ORANGE - "Think"**

If a child continues to break classroom/school expectations, they will move to Orange. At this stage the child will lose lunch-recess minutes and will use this time to "think" about the choices they are making. At Orange, the students will report to the "Lunch Detention Room" for at least ten minutes of their recess. At this level access to all Middle School and High School games and events are off limits.

#### **RED - "Stop"**

If a child continues to struggle making good choices, they will proceed to red. When this happens, the child will lose their entire lunch-recess and will serve their recess in the "Lunch Detention Room." Parent/guardian will be contacted that day in one of two ways, which is to be determined by your child and their teacher: At this level access to all Middle School and High School games and events are off limits as well as restricted passing in the halls during breakfast and between classes.

### **"BEE" PROUD DAY**

Each month, a school-wide privilege will be enjoyed by all students who have maintained the expectations for the month.

### **LOSS OF PRIVILEGES**

This system includes incentives such as classroom parties, assemblies, picnics, and other all school activities. These incentives will be considered privileges and will need to be earned through positive behavior. In addition to the privileges, rewards will be offered for children who are consistently doing the right thing. More information about these privileges and rewards will be noted in the newsletters.

Students are expected to present their card when asked, failure to do so will result in suspension of privileges until card is presented. Students who lose their cards due to code of conduct violations will have the opportunity to earn their cards back when consequences are served. Students who lose their cards will be expected to replace them (at the cost of \$5.00) to access privileges.

### **DISCUSSION WITH STUDENT**

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

### **TIME-OUT**

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



### **HOME CONTACT WITH PARENTS**

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

### **COMMUNITY SERVICE**

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

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

In this type of consequence parents will be contacted and agree upon service with administrator before service is rendered.

### **OVERCORRECTION**

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

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

### **CONFERENCE WITH PARENTS AND STUDENT**

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

### **LUNCH DETENTIONS**

Lunch detentions are served for minor offenses and tardies. A student is assigned a lunch detention to be served for the entire time of the lunch period including recess (40 min). Students can bring a lunch form home or will be provided a sack lunch through the lunch program. Only three lunch detentions are allowed in one trimester. After 3 the student automatically receives an after school detention. Student expectations for lunch detention:

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

### **AFTER SCHOOL DETENTIONS**

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

1. After School is from 3:00 p.m. until 3:45 p.m. Monday, Tuesday and Thursday.
2. Students not reporting by 3:00 p.m. are marked absent and considered unexcused with subsequent disciplinary action.
3. Students should come prepared with homework assignments and the required books and materials to complete them. If no work is brought, work will be given and student will be required to complete and submit the assignment.
4. Enter room quietly.
5. No Talking.
6. Students must remain in seats.
7. No sleeping.
8. No electronic devices.
9. Students that are disruptive or uncooperative will be removed with subsequent disciplinary action.
10. **Failing to attend or are removed from After School Detention will lose privileges and receive a Friday School.**



### **FRIDAY SCHOOL**

Friday School is assigned by the principal for violations of discipline code of conduct, truancy, etc.

1. Friday School runs from 3:00 p.m. until 5:00 p.m. on Friday
2. Students not reporting by 3:00 p.m. are marked absent and considered unexcused with subsequent disciplinary action.
3. Students should come prepared with homework assignments and the required books and materials to complete them. If no work is brought, work will be given and student will be required to complete and submit the assignment.
4. Enter room quietly
5. No Talking
6. Students must remain in seats.
7. No sleeping.
8. No electronic devices
9. Students that are disruptive or uncooperative may be removed and receive suspension out of school.
10. **Failing to attend or are removed from Friday School will lose privileges and may be suspended out of school.**

### **SCHOOL PROBATION**

Any student may be placed on school probation for serious or continuing misconduct determined by the principal. The student may be required to attend periodic conferences with the principal or other staff members during the probation period. **A student will not be allowed to participate or attend any school activities outside his/her regular classes and will lose all privileges until probation is lifted. All access to all Middle School and High School games and events are off limits as well as restricted passing in the halls during breakfast and between classes.**

This probation may cause consequences for subsequent disciplinary infractions to have greater consequences. Parents will be notified.

### **OUT-OF-SCHOOL SUSPENSION**

Students will be assigned to an out-of-school suspension whenever the school administration feels the rule infraction is of a more serious nature, for persistent disregard of school rules or when a student's continued presence in school poses a physical threat or seriously affects the safety, health or well being of others. This action by a teacher is subject to review by the Principal, which will include consultation with the teacher.

1. The student shall be informed of the specific charges, which could be the basis for disciplinary action to be taken against him.
2. The student will have the right to present to the school administration any relevant information that will support his defense.
3. If the student is suspended by the school administrator, the administrator will:
  - a. Notify the parents or guardian as soon as possible of the suspension, the reasons for it, and the steps necessary for the student's return.
  - b. A student is suspended from the building for the remainder of the school day this does not count for suspension time served if the suspension begins after second hour.
  - c. A student is suspended from attendance at or participation in a school district sponsored activity.

The length of suspension will be determined by school authorities and will reflect the offense committed, but shall not exceed ten (10) school days. The parents or guardian will be notified in writing of the action taken, and will have the right to appeal. **Suspended students may not loiter, appear on school property or attend any school-sponsored activity at home or away from the school.**

They will be allowed to make-up work and tests missed. However, it is their responsibility to make arrangements with their individual teachers. In addition, when students are suspended and they have prior knowledge of certain classroom assignments (notebooks, reports, quizzes, tests, speeches, etc.) students are expected to have these requirements ready upon the date of return from suspension.

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.

### **POLICE INVOLVEMENT**

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

### **EXPULSION**

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



## **PROCEDURES**

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the parent or guardian.
2. Parent or guardian shall be present at the hearing.
3. Legal counsel may represent the student, parent or guardian.
4. The student shall be allowed to observe all evidence offered against him. In addition he shall be allowed to question any witness.
5. The student shall be given an opportunity to give his version of the facts and their implications. He should be allowed to offer the testimony of other witnesses and other evidence.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his parent or guardian.
10. The student and his parent or guardian shall be made aware of their appropriate appellate authority.
11. A Student expelled from Charlotte may be allowed to apply for reinstatement after 180 school days.

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

## **C. APPEAL PROCESS**

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

## **D. 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.

## **E. DRUGS AND ALCOHOL**

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

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

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



## **F. USE OF DRUG DOGS**

We believe our students want to go to schools which are safe and drug free. In this pursuit we have involved ourselves with a trained canine (drug dog) to periodically sweep our middle school building.

These actions are intended to give our middle school students a clear message that drugs in school will not be tolerated. Should the dog find any illegal substance, the school would take the appropriate action.

## **G. WEAPONS/FIREARMS**

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

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

A student acting in an aggressive or belligerent manner with any object will be administratively judged to be in possession of a weapon and disciplinary action will be taken. A student using a weapon in a fight or altercation will be administratively judged to be a danger to others and self and will be subject to disciplinary action as outlined in the student code of conduct.

Students subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis. This is the board's assurance that the district is in compliance with both PL 103-382 and MCL - 380.1311.

## **H. SOLICITATION**

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

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

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

### Solicitation by Students

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

## **I. TECHNOLOGY/ACCEPTABLE USE POLICY**

### **ELECTRONIC INFORMATION ACCESS AND USE FOR EDUCATIONAL PURPOSES POLICY**

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

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

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



As property of the Charlotte Public Schools, the district's electronic information technologies are intended for educational purposes and are neither a public access service nor a public forum. Only Charlotte Public Schools students, faculty, and staff who agree to the terms of this policy may be granted a network/charlottenet account.

Users have no expectation of privacy as to information or activity on the District's electronic information technologies. The District retains the right to monitor all use, including but not limited to personal e-mail and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the District's electronic information technologies. The District's electronic information technologies are provided on an "as is, as available" basis and are provided without warranties (either express or implied) of any kind for any reason.

#### **POLICY DEFINITIONS**

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

#### **DISTRICT RESPONSIBILITIES**

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

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



10. Establish procedures for the System Administrator to disable or modify any technology protection measure under specified circumstances.
11. Exercise editorial control over all web pages created through the District's electronic information technologies, which will be subject to treatment as District-sponsored publications.

#### **USER PRIVILEGES**

User has the privilege to:

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

#### **USER RESPONSIBILITIES**

Users have the responsibility to:

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

#### **USERS PROHIBITIONS:**

Users shall not:

1. Post or disclose personal identification information about yourself or others over the Internet, even if this information is solicited by a web site that solicits such information.
2. Use technology to advertise, offer, or provide goods or services for financial gain.
3. Use technology for political lobbying; although Users may communicate opinions with elected representatives.
4. Use District electronic information technologies to draft, send, or receive inappropriate materials or to engage in behavior which violates District policy, including the student code of conduct.
5. Vandalize District or other electronic information technologies.

#### **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

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

## **CHALLENGES**

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

## **J. TRANSPORTATION**

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 Friday School, out-of-school suspensions, and loss of transportation services for severe or repetitive infractions. Students will follow directions from the Bus Transportation Handbook.

## **V. GUIDANCE AND COUNSELING**

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

A student usually contacts the counselor for assistance with problems that fall into three categories:

1. Personal problems;
2. Questions on classes and subjects;
3. Vocational or job plans.

The student and counselor will determine the best type of procedure to follow during the counseling. Services that are available to the student from the guidance department include interviews, testing, educational, and vocational information.

**Interviews:** All interviews are individual between a student and counselor. During the interview, the student has an opportunity to explore his attitudes and feelings concerning a problem. All interviews are private. Ideas may be expressed freely between student and counselor.

**Testing:** A student may decide that he needs to have more information about his/her own aptitudes, abilities and interests. He/she may choose to take a test that helps to provide some of this information. The tests are administered by the counselor and are interpreted to the student by counselor. Below are types of tests:

1. **School wide testing programs:** Each grade level takes tests administered by the guidance department. These tests are mandatory and all students from a grade level take these tests at the same time. These results are then made available to any student who wishes to see them.
2. **Individual testing:** These tests are given to a student on an individual basis when it seems necessary by the student or the counselor.
3. **Vocational Information:** A student may feel he/she would like more information about jobs for which he/she might be best suited. The guidance department has vocational literature on most jobs around the United States. Much of the literature is on display in the guidance office and in the library.

Counseling is a process whereby two individuals enter into a relationship in which one person attempts to seek a solution to the problem or a series of problems. The counselor will assist the student in exploring his/her attitudes and feelings. The counselor's aim is to help the student clarify his/her thinking and investigate other areas. However, the decision as to the course of action to take is up to the students. Also, parents are encouraged to contact either their child's counselor or teacher whenever they have a concern or question about his or her progress.

## **A. ACADEMIC INTEGRITY**

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

- Cheating is any form of academic dishonesty or act that involves trickery or fraud. It occurs when one uses and takes credit for



the work of another person, whether the material be directly copied or superficially disguised. Cheating also includes divulgence of the contents of a graded evaluation.

- Plagiarism is the act of using and passing off the ideas or writing from another as one's own.

### **B. EXPECTATIONS FOR HOMEWORK**

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

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

1. An assignment book/handbook is issued to all students and it is their responsibility to record assignments.
2. Students can expect homework daily. The assignments will vary according to the type of class.
3. The resources needed to complete an assignment are considered when making a homework assignment.
4. Students having multiple tests, reports and/or assignments due at the same time will have to manage their time accordingly.
5. Teachers will notify students when homework assignments are due.
6. Reviewing notes, research, and studying for test are types of homework.

### **C. GRADING**

Charlotte Middle School has a standard marking period grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning.

In general, students are assigned grades based upon performance in Daily Work, Quizzes, Projects, Labs, Experiments, Spelling Tests, Accelerated Reader Tests, and Art Work. This work is used to assess student progress and assigned grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. If a student is not sure how his/her grade will be determined in these courses, he/she should ask the teacher.

Your grades are accessible through the Charlotte Public Schools website: [www.charlottenet.org](http://www.charlottenet.org)

#### **GRADE POINT AVERAGE or (GPA)**

The collective grades or percentages of each of the three marking periods will be averaged together to produce a trimester grade. It is this grade that is used to identify trimester performance and is used to calculate Grade Point Average.

Marking period grades are translated to a point value that is used to determine a grade point average (GPA).

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

#### **NOT INCLUDED IN COMPUTING POINTS:**

- CR (Credit)
- NC (No Credit)
- I (Incomplete)



### **PROGRESS REPORTS**

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

### **REPORT CARDS**

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

### **STUDENT RECORDS**

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

## **D. PROMOTION/PLACEMENT**

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

In Fifth and Sixth Grade promotion will be based on the following:

- A. The administration will inform parents of the possibility of a grade level retention.
- B. The administration will assure that efforts will be made to remediate a student's difficulties before retention can take place.
- D. The administration will provide the right to appeal any decision with regards to placement of a student, by the child's parent or guardian.

In Seventh and Eighth Grade promotion will be based on the following:

One credit hour is earned for one trimester of successful completion of any course. A student who completes all 7 hours of their schedule with passing grades for a full trimester earns 7 credit hours. A student who completes all 7 hours of their schedule with passing grades for a full year earns 21 credit hours.

A student must earn 17 credit hours to advance to the next grade. Summer school is available for students to make-up 1 credit hour. It must be understood that there is a cost to the student for participating in the summer school program.

## **E. HONOR ROLL**

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

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

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

## **F. CLASS SCHEDULES**

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

## **G. STUDENT AWARDS**

Throughout the school year teams recognize and award deserving students for academic achievement and citizenship. In addition,



the 8th grade has a special recognition at the end of the year where awards are given to students that have demonstrated exceptional talents in academic, extracurricular events and citizenship.

### **STUDENT OF THE MONTH**

The following criteria are used for nominating a student for this honor:

1. Helpful to others.
2. Works well in class.
3. Demonstrates a friendly attitude.
4. Shows respect and caring for others.
5. Maintains a positive outlook.
6. Demonstrates responsibility.
7. Makes significant progress with any of the above.

Our teams nominate students, per month. Students may only be recognized once during the school year. A letter of recognition is sent home to parents inviting them to participate in a short "honors program" held monthly in the media center. Light refreshments are served. Each student is photographed with pictures displayed on the Tree of Success. Each student receives a certificate and a Student of the Month bumper sticker.

### **H. STUDENT ASSISTANCE PROGRAM**

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

Recommendations from the referring agency could include in or out of school counseling, in or out patient treatment, support groups, tutoring, or family education seminars.

### **I. SUBSTITUTE TEACHERS**

Substitute teachers are guests in our school and are here to assist us when the regular teacher is unable to be here. The following guidelines have been developed for substitute teachers in our school and to promote a safe, orderly environment conducive to learning.

Substitute teachers will be asked to leave the names of students who are uncooperative or disrespectful. Teachers will assign a consequence for uncooperative or disrespectful students. Examples include lunch detentions, after-school detentions, and calls home. The substitute teacher will refer students who are significantly uncooperative or disrespectful, or have developed a pattern of being uncooperative or disrespectful, to the Assistant Principals. The student may be assigned ISS or OSS consequences.

### **J. ZEROES AREN'T PERMITTED**

(ZAP) 7<sup>th</sup> and 8<sup>th</sup> Grade

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 Middle 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 turning in late assignments by the start of the next school day will not be required to attend the assigned ZAP session.

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 Middle 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 ZAP session assigned by the teacher (students need 24 hours notice).
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 Friday School and lose school privileges (forfeiture of their school privilege card). Failure to attend the Friday School session means a student will have no school privileges (red level) until they make up the assigned Friday School and the assignment. After a term ends the assignment can no longer be submitted, but the Friday 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 Friday 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 Friday School is served.

## **K. CAREER PATHWAYS**

### **What are Career Pathways?**

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

### **Are you sure it's for me?**

Absolutely! No matter what, some day you will need to get a job. You may go to college first. You may get advanced education in other ways. But you'll eventually enter the workforce. The bottom line is that the good jobs of the future will go to people with skills. And you certainly want to be one of them.

Career Pathways can assist you in finding your way among the thousands of different occupations available to you. Following a career pathway makes it easier for you to identify career choices. Career pathways can help you develop a plan on how to prepare for your chosen career interest area.

### **How do I benefit?**

Your Pathway prepares you so that you know what it takes to get a good job. And:

- helps you learn about hot, new career opportunities
- helps you see how school subjects relate to the world of work
- makes your classes more interesting
- helps you figure out what you're good at
- opens your mind to all kinds of careers in your chosen career major
- shows you the education and skills needed to get the good jobs

### **What is my role?**

Do everything you can to focus on your future!

- Study hard and do your best in school and extra-curricular activities

- Take advantage of opportunities to learn about the real world through job shadowing, work experiences, field trips, community service and career speakers
- Talk to your parents and other adults about their jobs
- Go to school every day, on time, and with a good attitude – like a job
- Learn – first hand – about as many different jobs, businesses, professions as possible
- Participate in career and college fairs
- Talk to your counselors and teachers

#### When can I start learning about Career Pathways?

It's never too early to learn and to become aware of career pathways. In Michigan schools, all students can become aware of the career pathways. You can start at any time? **START NOW!**

#### What are Michigan's Career Pathways?



**Arts & Communications** – Careers related to humanities and the performing, visual, literary and media arts. Sample careers include artists, journalists and graphic designers. These careers are interesting to people who value creativity and seek opportunities to express themselves.



**Business, Management, Marketing & Technology** – Careers related to all aspects of business including accounting, business administration, finance, information processing and marketing. Sample careers include accountants, business managers and auto salespersons. These careers are interesting to people who are good in math, feel comfortable using computer programs, and enjoy being the leader of a group.



**Engineering/Manufacturing & Industrial Technology** – Careers related to technologies necessary to design, develop, install or maintain physical systems. Sample careers include mechanics, airplane pilots and engineers. These careers are interesting to people who enjoy working with tools, equipment and other kinds of machinery.



**Health Sciences** – Careers related to the promotion of health as well as the treatment of injuries and disease. Sample careers include physicians, nurses and veterinarians. These careers are interesting to people how like to know how the body works and care about the well being of people and animals.



**Human Services** – Careers related to childcare, civil service, education, hospitality and the social services. Sample careers include counselors, teachers, law enforcement officers, and religious leaders. These careers are interesting to people who enjoy interacting with people and helping them solve their problems.



**Natural Resources and Agriscience** – Careers related to natural resources, agriculture and the environment. Sample careers include fish and game wardens, marine biologists and farmers. These careers are interesting to people who enjoy working outdoors and are interested in nature and animals.

Always consider your career interests when selecting courses!! If you have any further questions regarding this program please contact the counseling office.

## VI. RIGHTS & RESPONSIBILITIES

### **A. COMPLIANCE WITH STATE AND FEDERAL LAWS**

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.



### **CHILD ABUSE/NEGLECT**

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

### **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION**

Generally, school officials must have written permission from the parent of a student or eligible student before releasing any information from a student's record. However, Federal law allows school districts to disclose, without consent, "directory" type information. The school has designated the following personally identifiable information contained in a student's educational record as "directory information":

Student name, address, date of birth and participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

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

### **FAMILY EDUCATION RIGHTS & PRIVACY ACT**

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

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in the student's file only with knowledge to the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to record, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the building principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

### **SPECIAL EDUCATION**

Charlotte Public Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant.

## **VII. ATHLETIC CODE OF CONDUCT**

### **A. INTRODUCTION**

The Board of Education, Administration and athletic staff of Charlotte Public Schools consider athletics to be an integral part of the school's curriculum of education that provides experiences that will aid in the physical, mental, emotional, and social development of young people. Student/athletes represent Charlotte Schools at all times. Student/athletes serve as a role model for other students by conducting themselves in a manner that brings pride to them, their team, their school and community.

The primary goal of athletic competition is to teach student/athletes the necessary commitment of mental and physical discipline to be successful. Charlotte High School and Junior High support this endeavor.

Student/athletes will learn how to set realistic goals for themselves and use them to develop their potential to the fullest capacity. When students elect to participate in athletics, it is a privilege that involves voluntarily making a choice of self discipline. One of the



finest lessons to be learned in athletics is to take care of oneself physically in order to develop a healthy body, alert mind, and strong character.

The following guidelines have been developed by the Charlotte Athletic Department and approved by the Charlotte Board of Education. They are intended to help student/athletes make good decisions concerning themselves and the Charlotte Public School District they represent. It is the responsibility of the student/athletes to stay within these guidelines along with the guidance set by parents or guardians.

The Athletic Department, in conjunction with the Charlotte Board of Education, reserves the right to hold those individuals associated with a team accountable for his/her actions according to this policy. (Example: student/athlete, manager, statistician personnel, etc.)

## **B. EXPECTATIONS AND REGULATIONS**

### **ACADEMIC STANDARDS**

Middle School student/athletes must pass 50% of the total period of work carried the previous trimester. A first year Middle School student may compete without reference to her/his record in the sixth grade. Charlotte Middle 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. Eligibility is determined every week on a non-cumulative basis and begins with the first practice session for a given sport. That is, eligibility is determined on the work done each week. Any student athlete serving any out-of-school suspension will not be allowed to participate in his/her contest during the suspension period.
3. A student must have a passing grade in all of his or her subjects to be eligible. When a student is declared academically ineligible they will be restricted from traveling with the team on away contests for the period of their ineligibility. They may sit with the team at all home contests however they are not allowed to dress in full uniform.
4. A student athlete failing one or more classes is automatically ineligible for one week.
5. If an athlete is declared academically ineligible two times during a sport season, he/she will be dropped from the squad.

### **PHYSICAL EXAMINATION**

Student/athletes must pass a current year (April 15-April 15) physical examination and have the form signed by an M.C. or D.O.. The examination must be given on or after April 15 of the previous school year. The physical form (card) must be on file in the athletic director's office before he/she may practice or participate in any sport (MHSAA rule). The Charlotte High School Athletic Department schedules physicals for high school students every year during the last week of school in June. The charge for these physicals is \$10.00. The physicals for the student/athletes are held in June.

### **AGE**

A seventh or eighth grade student who competes in any interscholastic athletic contest must be under fourteen (14) or fifteen (15) years of age respectively. Exception: A student who reaches that birthday on or after September 1 of a current school year is eligible for interscholastic athletic contests for the balance of that school year. (MHSAA rule)

### **LIMITED TEAM MEMBERSHIP**

After practicing with or participating with middle school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Exceptions include ice hockey and all individual sports that apply the rule from the point of a student's first participation in a contest or scrimmage rather than practice. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.

### **PRACTICE AND CONTESTS**

Practice and contests are mandatory for all student/athletes. To be excused, the student/athlete must notify the coach prior to the practice or contest. Absences should be avoided whenever possible so as not to miss valuable instruction. Anyone missing a practice or a contest without permission from his/her coach will be unexcused. Two unexcused absences will be grounds for dismissal from the team. Excused school attendance will be considered an excused absence.

**Under normal circumstances, Weekend practices or contests are not to be scheduled.**

### **TRYOUTS**

Student/athletes have a right to know the standards upon which participants are selected for a team. All student/athletes must have an opportunity (at least 3 days) to demonstrate their skill and abilities before cuts are made in any sport. The coach will meet with each



individual and attempt to explain reasons why he/she did not make the team.

**NOTE: If a student elects a nine week suspension due to a violation of the athletic code and the suspension falls during the time of tryouts, that student/athlete would not be able to participate.**

#### **PLAYING TIME**

Participating on an athletic team is a privilege, not a right. The coach determines playing time based on the following; respect, attitude, self-discipline, coach ability, knowledge of the sport, athletic talent, etc.

#### **OUTSIDE ACTIVITIES**

Student/athletes at Charlotte Schools must remember that their first commitment is to their school-sponsored team. Practice and contests with the school team come first before any outside sport participation, unless given prior approval. Should the student/athlete violate this policy, it could be grounds for team dismissal.

#### **DROPPING OUT OF A SPORT**

If there are extenuating circumstances that necessitate dropping a sport during the first half of the season, the student/athlete must consult the coach and explain the circumstances. Pending the circumstances, the student/athlete may be granted a release.

If a student/athlete drops a sport without consulting the coach, they will not be allowed to participate in another sport, or in an off-season sport conditioning program during the same season unless receiving permission from both coaches and the athletic director. Student/athletes must return and/or pay for all issued equipment to the athletic department before being released.

#### **QUITTING A SPORT**

Quitting is a habit that can be very easy to acquire. When a student/athlete decides to participate in a sport, and makes the team, the athletic department and coaches expect the student athlete to complete the season. If a student/athlete decides to quit a sport or is dismissed for disciplinary reasons during the last half of the season, that individual will miss twenty percent (20%) of the regularly scheduled contests of their next season of participation. The student/athlete will not be permitted to try out for another sport unless all issued equipment is returned and/or paid for.

#### **UNIFORM AND EQUIPMENT POLICY**

Student/athletes are responsible for any uniforms, equipment, etc., issued to them by the athletic department. Student/athletes are expected to keep all issued items clean and in good condition. They will be financially responsible for all items issued and will reimburse the athletic department for all items not returned within one week after the season. They will not be permitted to try out for another sport unless all items issued are returned and/or paid for. Student/athletes are to wear only athletic department approved equipment.

#### **JEWELRY**

In the best interest and safety of each student/athlete, no jewelry should be worn for practice or contests. Exceptions: A student/athlete may wear: (1) A watch during practice in track or cross country if used strictly for timing, (2) A medical ID. The school district will not be held liable for any jewelry related accidents involving student/athletes while practicing or participating in a contest or while in uniform.

#### **DRESS CODE AND CURFEW**

Student/athletes should wear appropriate attire on game day so as to represent our school and team properly. (Ex: shirt, tie, slacks, dress, etc) Each coach may impose guidelines for a dress code at their discretion, with administrative approval. A reasonable evening curfew may be suggested for the benefit of each student/athlete. Proper rest is essential for a good performance. Regular dress code applies.

### **C. STUDENT ATHLETE ATTENDANCE**

#### **DAY OF CONTEST**

In order to participate in a contest, the student/athlete must be in attendance the **full school day** unless the athletic director grants an "excused" absence. Excused absences will be granted for medical appointments and legitimate emergencies only.

#### **DAY FOLLOWING CONTEST**

The student/athlete must be in attendance the **full school day** following a contest in order to participate in the next contest of that sport season except when the athletic director grants an "excused" absence.



### **SATURDAY CONTESTS**

A student/athlete must be in attendance a **full school day** prior to the contest in order to participate except when the athletic director grants an "excused" absence.

### **DAILY PRACTICE**

A student/athlete must be in attendance a **full school day** in order to participate in a practice, unless the athletic director grants an "excused absence".

### **CONTINUOUS OR PATTERNED ABSENCES**

may lead to game suspension or possible squad dismissal. **NOTE: Student/athletes may be officially excused from participation by the athletic director only when the absence is due to a doctor's appointment with a doctor's verification, or because of significant or unusual circumstances. Notification by a parent is necessary by 1:00 p.m. on the day of the absence. Student/athletes should have their daily classroom work prepared for the day if they are scheduled to leave early for a contest. Each student/athlete is responsible to get the next day's assignment from their teacher and have it prepared for the class when they return.**

### **INCLEMENT WEATHER**

**PRACTICE:** If school is cancelled prior to the start of a school day because of inclement weather, all practices will be cancelled. If school is cancelled during the day because of inclement weather, all practices will be cancelled.

**CONTESTS:** All Middle School contests will be cancelled when school is called because of inclement weather.

### **TRANSPORTATION**

The athletic department believes there is a part of learning that takes place when both winning and losing are experienced as a team. Student/athletes must travel to and from an away contest on authorized, school-approved transportation.

### **TRAVEL EXCEPTIONS**

The student/athlete may travel home with his/her parent/guardian provided the transportation permission form is signed by the parent/guardian, coach, and athletic director. Exceptions may include: 1) School related activities, 2) Family trips out of district, 3) Emergency medical treatment, 4) Family emergencies. Student/athletes are expected to follow all transportation guidelines set by the school district while being transported to and from a contest.

### **SAFETY AND INSURANCE CONSIDERATION FOR PARENT/GUARDIANS**

It is important to ensure that adequate health and accident insurance are in place in order to protect against any unforeseen health or accident claims which may arise. It is the responsibility of the parent/guardian to purchase and maintain such coverage for the student/athlete.

**The school district does not provide insurance coverage for this purpose and does not intend to reimburse or pay for medical bills of student/athletes who sustain injuries while participating in school activities. Parent/guardians are encouraged to review their personal insurance coverage with their agent to ensure adequate supplemental insurance coverage for accidents or injuries.**

It is the responsibility of the school district to notify parents or guardians of the risk of serious bodily injury and/or accidental death inherent in athletic activities, particularly in contact sports such as football. The signing of the Student Athlete Code of Conduct by parent/guardian will serve as acknowledgement of this communication and the granting of permission for the participation by the student/athlete.

### **LENGTH OF SEASON**

The length of each season will be from the first official day of practice (which is set by the MHSAA) until the conclusion of each sport's banquet. A student/athlete is expected to make a serious attempt to attend his/her sport banquet.

### **DUE PROCESS**

Charlotte Public Schools is very proud of its sound educational and athletic programs. As a result of our commitment to continually strengthen the quality of our programs, we invite comments from the public through the proper channels listed below. When a person



such as a student, parent, coach, teacher or administrator, has a question or concern regarding an athletic situation, we have found the following line of communication very effective in resolving issues.

1. **Start with the source.** Talk directly with the coach, in private, face to face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment.
2. If necessary, **talk next with the head coach of the sport.**
3. If necessary, **talk next with the athletic director.**
4. If necessary, **talk with the assistant principal or principal.**

All complaints **MUST** be heard at the lowest possible level **BEFORE** intervention by the higher authority can occur. This system has worked very well in the past. However, the next level of authority will always be willing to meet with a complainant if sub-level discussions do not accomplish their intended purpose.

Help the student/athlete learn to resolve his/her own differences. When a student successfully deals with difficult situations, he/she learns and grows. Of course, a parent always has the right to intervene on behalf of a child.

## **D. ATHLETIC CONDUCT GUIDELINES**

When stating your concern, be prepared with the facts in so far as you understand or can ascertain them. Think through your expectations for the outcome resulting from voicing your concern. That is, be clear about what you hope will happen as a result of your meeting.

As you converse with the coach, or other authority, repeat back what you hear him/her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen.

**We always assume that all parties have the best interest of the students in mind when concerns are discussed. We will make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a concern.**

### **UNSPORTSMANLIKE CONDUCT, DISQUALIFICATION, TECHNICAL FOULS**

Unsportsmanlike conduct is governed by the MHSAA and states. "...a student/athlete or coach will be removed from the present contest and shall miss the next scheduled day of competition." Depending on the severity of the unsportsmanlike conduct, the student/athlete from Charlotte could be declared ineligible for additional days of competition. The athletic director will evaluate the severity of the unsportsmanlike conduct and determine the additional suspension while taking into account profanity, vulgar gestures, behavioral sportsmanship, etc. Disqualification and technical fouls are not what Charlotte athletics are all about. Should the disqualification or technical foul warrant further discipline, the student/athlete may receive a suspension from the team for a longer period of time.

Unsportsmanlike conduct at Charlotte Middle School will not be tolerated and will be disciplined. Continual unsportsmanlike conduct will result in dismissal from a team. Unsportsmanlike conduct is not open for an appeal procedure.

### **VIOLATIONS OF TEAM EXPECTATIONS**

Charlotte student/athletes are expected to follow team expectations. When a coach decides to remove a student/athlete from practice or contest for what he/she considers to be inappropriate behavior, misconduct, etc., that is considered the coach's discretion, and is not subject to appeal. Ex: Disrespectful of team members, coaches, athletic support staff, officials, continual team disruption, continual profanity, leaving practice without permission, tardiness, absenteeism, etc. Violations may result in sitting out of practice, loss of playing time, etc.

### **SCHOOL SUSPENSION**

Any form of school suspension reflects negatively on the student/athlete, team and school. When serving a suspension, a student/athlete will not be able to participate in any practice or contest the day or days that the suspension is being served. Serious or repeated infractions may be dealt with more severely as deemed appropriate by the athletic director.

When a student/athlete misses practice the day before a game because of an unexcused absence, after school detention, or suspension of any kind, they will not start in the contest the next day and may not see any action.

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



## **E. DISCIPLINE INFRACTIONS**

### **VIOLATION #1 - ALCOHOL OR ALCOHOLIC BEVERAGES**

Use, possession, concealment, distribution, sales or being under the influence. NOTE: Malt beverages labeled as "non alcoholic" may contain alcohol. (Ex: Sharps, O'Doul's, etc)

**1ST OFFENSE - CONSEQUENCES:** Six (6) months suspension from all athletics.

Suspension computed from the time of the violation.

**2ND OFFENSE - CONSEQUENCES:** Complete loss of eligibility.

### **VIOLATION #2 - ILLEGAL DRUGS**

Use, possession concealment, distribution, sale or being under the influence. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute. Steroids, human growth hormones, or other performance enhancing drugs, substances purported to be illegal, abusive or performance enhancing, (Ex: "look-alike")

**1ST OFFENSE - CONSEQUENCES:** Six (6) months suspension from all athletics. Suspension computed from the time of the violation.

**2ND OFFENSE - CONSEQUENCES:** Complete loss of eligibility It shall not be a violation of the athletic code for a student/athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician.

### **VIOLATION #3 - TOBACCO & TOBACCO PRODUCTS**

Tobacco and tobacco products in any form. (Cigarette, pipe, chew, etc.)

**1st OFFENSE - CONSEQUENCES:** Six (6) months suspension from all athletics. Suspension computed from the time of the violation.

**2nd OFFENSE - CONSEQUENCES:** Complete loss of eligibility It shall not be a violation of the athletic code for a student/athlete to use or possess tobacco and tobacco products in any form. (Cigarette, pipe, chew, etc.)

### **SELF-DISCLOSURE**

Any student/athlete who, by him/her self or together with his/her parent or legal guardian, voluntarily discloses a violation of the substance abuse policy (not including tobacco) under this Code prior to any reports, charges, or complaints shall be referred to the student assistance program and will be referred to the student assistance program and will be required to follow the assessment recommendation. Also, the student/athlete will not be charged with being in violation of the Athletic Code of Conduct.

**This self-disclosure policy will only be available to student/athletes once during their career.**

### **CONSEQUENCES FOR USE OF ALCOHOL AND SUBSTANCE ABUSE GROSS MISCONDUCT**

is defined, but is not limited to stealing extortion, vandalism, sexual harassment, fighting, harassment, or intimidation. Students are suspended from school for such violations and therefore may not practice or participate in any Charlotte Public Schools activity. Student/athletes may be additionally disciplined by their coach or the athletic director up to and including dismissal from the team for GROSS MISCONDUCT. Violations of GROSS MISCONDUCT at any time fall under this Code.

### **ALL OTHER VIOLATIONS**

of the Charlotte Middle School student handbook may lead to additional discipline for any CMS student/athlete. Please remember that by choosing to participate in athletics you are also choosing to represent CMS in a quality manner. Being disruptive in class, using profane language, cheating in class, or engaging in any other negative behavior is not what is expected of a student/athlete. Athletes engaging in such behavior may expect that their coach and/or Athletic Director will bring violations to their attention and may, if appropriate, discipline a student/athlete beyond what is called for in the CMS student handbook.

If a student/athlete is charged with violating the Athletic Code Guidelines and disagrees with the penalty, the student has a right to appeal the decision in writing within twenty-four (24) hours to the athletic director. If the student/athlete disagrees with the athletic director's decision, they need to inform him/her immediately of their decision and put it in writing (Within 4 hours) The second appeal will be heard by a committee consisting of two coaches, selected by the athletic director, and an instructor on the staff selected by the student/athlete. The committee's decision shall be the final step in the appeal process and their decision shall be binding upon all parties. NOTE: If a student/athlete violates the athletic code during an off season or summertime, the penalty would be applied to his/her next sport season.

